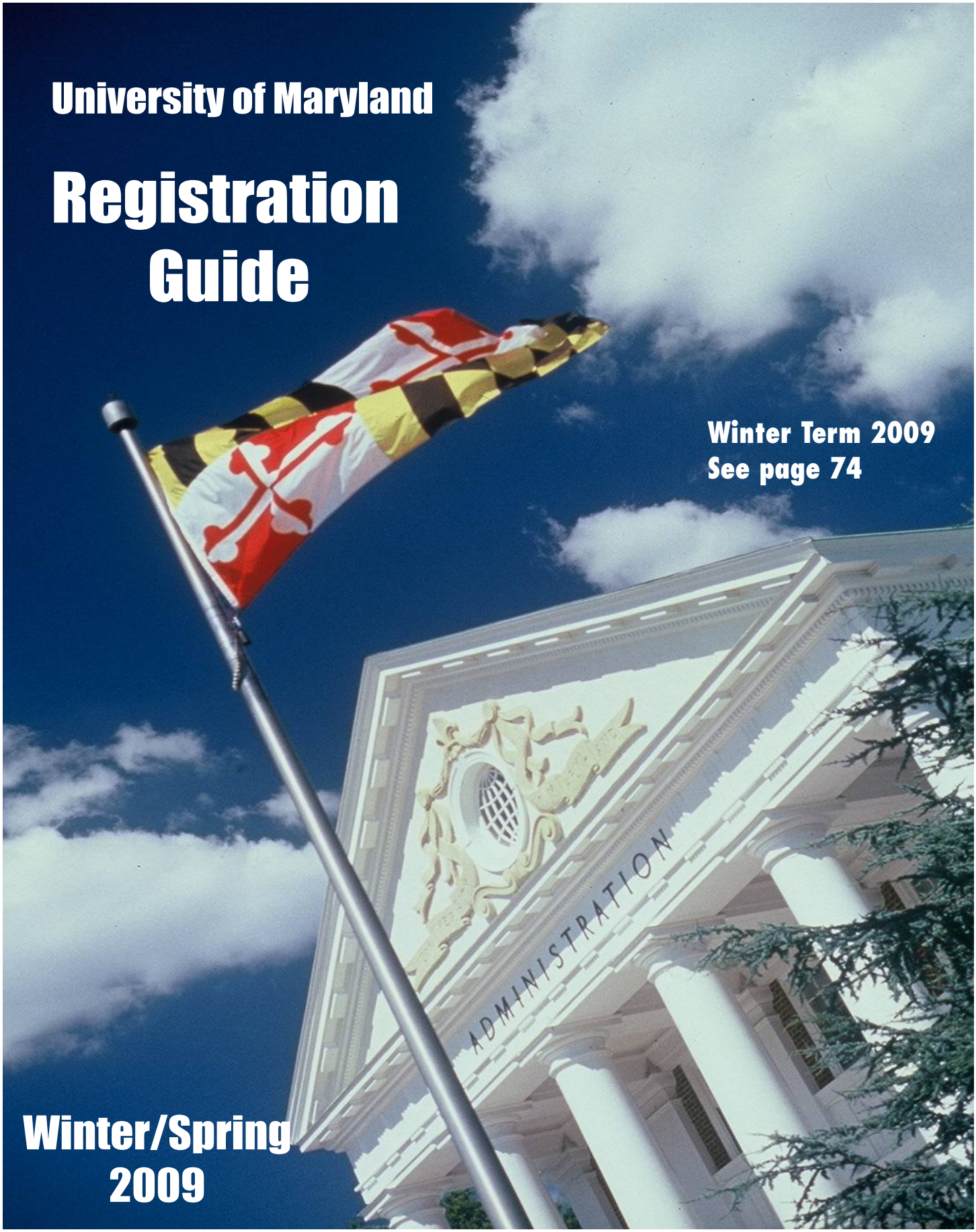

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Registration and More at www.my.umd.edu.

The Registration Guide is produced under the direction of the Office of the Registrar at the University of Maryland. For advertising information, please call 301-405-6777. As they occur, revisions will be posted on the web at www.my.umd.edu.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the University of Maryland. Changes are effected from time to time in the general regulations, in fees, in class scheduling, in dates, and in the academic requirements. **Notwithstanding any other provision of this or any other University publication, the University reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the University and the University System of Maryland Board of Regents. Although changes in tuition, fees and charges ordinarily will be announced in advance, the University reserves the right to make such changes without prior announcement.**

ACADEMIC CALENDAR

November 2008

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2008

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2009

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2009

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2009

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2009

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2008

10 Undergraduates – last day to drop with a "w"
Graduate students – last day to adjust schedule for Fall 2008 (drop, credit change or grading method change)

27 – 28 Thanksgiving Holiday - no classes

DECEMBER

12 Last day of classes – Fall 2008
13 - 14 Study Days
15 - 20 Final Exams
20 Main Winter Commencement Ceremony
21 College Commencement Ceremonies

JANUARY 2009

5 First day of Winter Term 2009 classes
19 Martin Luther King Holiday – no classes
23 Winter Term classes end
26 Spring 2009 – First day of classes
Late registration begins
($20 late fee assessed)
27 Regular check-in for waitlist/holdfile
(check-in daily to remain on list)

FEBRUARY

6 Undergraduate students - last day of schedule adjustment for Spring 2009
Graduate students - last day to add classes for Spring 2009

MARCH

16-20 Spring Break

MAY

12 Last day of classes – Spring 2009
13 Study Day
14-20 Final exams
21 Senior Day
Main Spring Commencement Ceremony
22 College Commencement Ceremonies

JUNE

1 Summer I classes begins

JULY

3 Independence Day Holiday – no classes
10 Summer I classes ends
13 Summer II classes begins

AUGUST

21 Summer II classes ends

SEE PAGE 45 FOR TUITION DUE DATES

Office of the Registrar

STATEMENT ON ENVIRONMENTAL STEWARDSHIP

The Office of the Registrar is committed to the success of the University of Maryland's environmental stewardship program. In particular, we are looking to reduce our reliance on print media in communicating University policies and procedures to the campus community. Consequently, we have discontinued printing the Schedule of Classes as more timely information is available via *my.umd.edu*. This new Registration Guide is intended to provide you with needed topical information related to registration for Spring 2009.

When the Spring semester is over, please be sure to recycle this booklet.

In addition, the University will no longer publish a printed Undergraduate Catalog. The new on-line catalog is available for viewing at: www.umd.edu/catalog

Your active involvement in supporting the University's sustainability efforts will help to reduce our impact on the environment.

REGISTRATION DEADLINES

SPRING 2009 REGISTRATION DEADLINES FOR ALL STUDENTS

Type of Transaction	Last Day to Process Change	Notes
ADD A COURSE	February 6, 2009	• Late registration with $20 late fee begins January 26, 2009 • Graduate students wishing to add courses after February 6, 2009 must obtain permission from the appropriate graduate director or department chairperson
BILL PAYMENT		See page 45 for due dates
CANCEL SPRING 2009 REGISTRATION	January 25, 2009	See page 10 for details
CHANGE FROM FULL-TIME TO PART-TIME		See *Penalties for Drops* on page 10
CHANGE CREDIT LEVEL: Undergraduate Students Graduate Students	 February 6, 2009 April 10, 2009	
DIPLOMA APPLICATION	February 6, 2009	For graduation and diploma dated May 2009
DROP A COURSE:		Also see *Penalties for Drops* on page 10
Undergraduate students with 100% refund	January 25, 2009	
Undergraduate students with 80% refund	January 30, 2009	
Undergraduate students without "W" mark	February 6, 2009	A "W" mark is used to indicate withdrawal from a course in which the student was enrolled at the end of the Schedule Adjustment Period. This mark is not used in the computation of quality points or cumulative average totals at the end of the semester.
Undergraduate students with "W' mark Part-time Undergrad with 100% refund Part-time Undergrad with 80% refund Graduate students with 100% refund Graduate student with 80% refund	April 10, 2009 January 25, 2009 January 30, 2009 January 25, 2009 February 6, 2009	4 credit drop limit
GRADING OPTION CHANGE: Undergraduate students Graduate students	 February 6, 2009 April 10, 2009	
LATE REGISTRATION	February 6, 2009	Late fee of $20 is assessed beginning January 26, 2009
WAITLIST/HOLDFILE CHECK-IN	February 9, 2009	Mandatory check-in is January 26, 2009 and then daily to remain on waitlist/holdfile through February 9, 2009

WITHDRAWAL FROM ALL COURSES – REFUND SCHEDULE:

Last day to cancel with 100% refund	January 25, 2009
Last day to withdraw with 80% refund	February 6, 2009
Last day to withdraw with 60% refund	February 13, 2009
Last day to withdraw with 40% refund	February 20, 2009
Last day to withdraw with 20% refund	February 27, 2009
Last day to withdraw from classes (0% refund)	May 12, 2009

Students who wish to terminate their registration either on or after the first day of classes must formally withdraw.

A withdrawal from the University indicates a student will not be completing the semester and has terminated enrollment for ALL courses for which they were registered. Please see pages 10-11 for additional details regarding the University of Maryland withdrawal policy.

GRADUATE STUDENTS - Also See Important Dates on Page 15

THE SPRING 2009 SCHEDULE ADJUSTMENT PERIOD ENDS AT 4:30 PM FEBRUARY 6, 2009

REGISTRATION

OFFICE OF THE REGISTAR

First Floor Mitchell Building
Email: registrar-help@umd.edu
Phone: 301-314-8240 • Web: www.my.umd.edu
Undergraduate Catalog: www.umd.edu/catalog
Graduate Catalog: www.gradschool.umd.edu.catalog

SPRING 2009 REGISTRATION AND SCHEDULE ADJUSTMENT

Currently enrolled, as well as newly admitted, readmitted and reinstated students can register or adjust their schedule for the Spring 2009 semester. Most students can use registration services including drop/add under the "Academics and Testudo" tab on my.umd.edu. Please see steps 1-7 below for important registration information and guidance through the registration process.

Some students have mandatory advising and other requirements that must be met prior to registering. Reinstated students, athletes, AAP and IA students, those on academic probation or dismissal, as well as other students, must meet with an advisor before registering or processing schedule adjustments. See steps 2 and 3 for specific instructions.

Email: Please make sure that you keep the most up-to-date email address on file with the Office of the Registrar as important information is communicated via this medium. Please visit www.umd.edu, select "Academics and Testudo" tab and use "Change address/email" under Testudo Quick Links.

REGISTRATION AGREEMENT

When you register, the University reserves specific class space for you and commits resources to provide the instruction you have selected. On your part, you assume responsibility for paying tuition and fees or for notifying the University if you decide not to attend.

The availability of the courses listed in Testudo and the Schedule of Classes is subject to change. A section may be canceled due to low enrollment or departmental staffing considerations. When a class is canceled, the department or the Registrar's Office will notify registered students and help them make alternate arrangements, if necessary. Registered students are encouraged to verify their course meeting time and location on the first day of classes. Use www.my.umd.edu, "Academics and Testudo" for the most up-to-date information.

All students who register incur a financial obligation to the University. Please note that while the University reserves the right to limit or cancel enrollment for financially delinquent students, your registration may not be automatically canceled for non-payment of tuition and fees. It is the students' responsibility to avoid charges by canceling their registration prior to the first day of classes each semester. By canceling your registration before the start of classes, you will avoid any charges and your class spaces will be released in time to accommodate other students.

STEP 1: BEGIN THE PROCESS

Newly Admitted Undergraduate Students

New undergraduate students must attend an Orientation program where they will be advised before registering for spring courses. Go to www.orientation.umd.edu to schedule your orientation session. Graduate students, please refer to information on pages 13-15.

Newly admitted students who miss Orientation will not be permitted to register until January 26, 2009 (the first day of classes). All newly admitted students must meet with an advisor prior to registration. Contact the undergraduate advising office in your college for advisor assignment and appointment. Pages 32-37 of this publication contain contact information for advising offices. After advising you may register beginning January 26, 2009 using any of the registration methods listed in STEP 6.

HEALTH CENTER REQUIREMENTS

Newly Admitted Undergraduate and Graduate Students

Note that the University of Maryland requires all new students to provide documentation of measles, mumps and rubella and tetanus/diphtheria. Additionally, every student who resides in on-campus residence halls must be vaccinated against meningococcal disease. A student may be exempt from this requirement if he or she (or if under age 18 a parent or guardian) signs a written waiver stating that he or she has received the information and has chosen not to be vaccinated against the disease. For more information, please contact the University Health Center at 301-314-8114 or visit www.umd.edu/health. Graduate students please see pages 13-15 of this publication for additional information.

CONTINUING STUDENTS

Undergraduate Students

Continuing University of Maryland undergraduate students will receive a notification email that includes information about early registration, as well as a link for students to check their registration time and any blocks that will prevent a timely registration. Continuing students may register at their scheduled time or any time thereafter. Schedule adjustments can be processed after a student's initial registration. See Steps 2 – 5 for additional information about registration blocks and obtaining any special permissions. See Step 6 for registration methods and system hours.

Graduate Students

Continuing University of Maryland graduate students receive a notification email including information about early registration. Graduate students do not need an assigned registration time to participate in registration, but are encouraged to check any outstanding registration blocks. See STEP 6 for registration & schedule adjustment methods, and also pages 13-15.

STEP 2: CHECK REGISTRATION BLOCKS

Use my.umd.edu to find out if you have any advising requirements or outstanding financial or academic blocks. Go to my.umd.edu and open the "Academics and Testudo Tab" and then "Registration Time and Blocks" for Spring 2009.

Note: Second semester students may encounter vaccination blocks from the University Health Center. For information about blocks call 301-314-8114 or check www.umd.edu/health. **NOTE:** All blocks must be cleared before students are allowed to register.

REGISTRATION

STEP 3: MAKE ADVISING APPOINTMENT RESOLVE ANY REGISTRATION BLOCKS

Advising is required for some students and highly recommended for all students. Prior to registering, advising is mandatory for students in certain major codes, students on academic probation or dismissal, student athletes, AAP students, IA students and students who need to fulfill fundamental studies requirements. Set up an appointment to see an advisor as soon as possible. A list of advisors begins on page 32 of this publication. **NOTE:** All advising blocks must be cleared prior to registering.

Registration Blocks: If you have any registration blocks, they must be resolved before your registration appointment or schedule adjustment. Students owing money to the University are not eligible to register until they clear their account with the Office of the Bursar. Contact the Financial Service Center at billtalk@umd.edu or call 301-314-9000 or 1-888-313-2404.

Fundamental Studies Blocks: Students who have completed 30 credits, but not yet satisfied the Fundamental Math and English requirements should contact their academic advising college to discuss a temporary extension. Students registering for the required courses in lieu of requesting a waiver must register in person at the Office of the Registrar, First Floor Mitchell Building.

STEP 4: CHECK COURSE AVAILABILITY

MY.UMD.EDU - Under "Academics and Testudo" tab see "Schedule of Classes" under Testudo Quick Links at bottom of page.

VENUS - An easy to use and powerful web-based course scheduler. Visit www.my.umd.edu then click on "Academics and Testudo" tab. Venus is listed under Testudo Quick Links at bottom of page.

STEP 5: OBTAIN SPECIAL PERMISSIONS

Some courses may have specific requirements, pre-requisites or require special permission. All special permission and advising requirements must be met prior to registering. Colleges and departments can use the Electronic Stamp to grant special permissions electronically; however, after receiving permission, you must still process a registration for the course as described in STEP 6.

Course Restrictions are listed with the individual course listing (at www.my.umd.edu under the Academic and Testudo tab). Some courses are open to majors only while others have GPA or cumulative credit requirements. Courses with "Perm Req" to the left of the course listing require permission of the department offering the course prior to registering.

Actions Requiring College Approval: All college offices have access to the Electronic Stamp and can enter special permissions directly into the registration system; however, after receiving permission, students must still process a registration for the course as described in STEP 6. Exceptions to any of the restrictions listed below require college approval prior to registering:

Maximum Credit Limit - Undergraduate students are generally limited to registering for 16 credits or less prior to January 26, 2009. After that date, students can then register for a maximum of 20 credits. Requests to register for more than 16 credits prior to January 26, 2009, require college approval. Permission to take more than 20 credits always requires college approval.

CORE Restrictions - Students with more than 90 cumulative credits are restricted to registering for only one CORE course prior to January 26, 2009. Any exceptions require college approval. Check CORE Online at www.ugst.umd.edu/core to determine the CORE status of a course.

Graduate Level Courses - Undergraduates requesting graduate level courses (numbered 500 and above) must receive college level approval.

Time Conflicts - Course time conflicts are not permitted. All exceptions require college approval.

Pass/Fail Grading Method - See page 67 for pass/fail option requirements for undergraduate students.

Re-registering/Repeating for the same course - Students are limited to the number of times they can register for a course. **No more than two registrations** are permitted for any one course. Each time a course is dropped with a mark of "W" it will be counted as an attempt. Please see the "Campus Repeat Policy" in the Undergraduate Catalog at www.umd.edu/catalog for further information.

STEP 6: REGISTRATION OR SCHEDULE ADJUSTMENT

After completing steps 1-5, use one of the services below at the time of your scheduled appointment and anytime thereafter to complete your registration.

Web site - www.my.umd.edu

Visit my.umd.edu then click on "Academics and Testudo" tab. Under "Registration Time and Blocks" select Spring 2009 and then "Take me to Testudo Registration Drop/Add." Guaranteed system hours for Testudo are Monday through Saturday 7:30 am - 11:00 pm and Sunday 5:00 pm until 11:00 pm.

To add a course - enter the course abbreviation, number and appropriate section number.

To drop a course - simply click the "drop" button beside courses already on your student schedule.

Walk-In Registration

Complete a registration form and bring to the Office of the Registrar Customer Service Counter located on the first floor of the Mitchell Building. Customer Service hours are Monday through Friday 8:30 am until 4:30 pm.

Please note that late registration, and the assessment of a $20.00 late registration fee will begin on January 26, 2009. Students must complete all course adds during the Schedule Adjustment Period of January 26, 2009 through February 6, 2009.

STEP 7: AFTER YOU REGISTER.....DON'T FORGET!

View Your Schedule - Visit my.umd.edu and open the "Academics and Testudo" tab and then click on "Course List/Book List/Exam Schedule" and "Spring 2009."

Determine Your Final Exam Schedule - To do this visit my.umd.edu and open the "Academics and Testudo" tab and then click on "Course List/Book List/Exam Schedule" and "Spring 2009."

Waitlist/Holdfile Check-in - Students attempting to register for a closed course will receive an option to place themselves on a waitlist. Students attempting to register for a course with restrictions will receive an option to place themselves on a holdfile. Each of these lists contains students who wish to receive a course in the order in which they attempted to register. **If you are on a waitlist/holdfile for a course, you must check in on the first day of classes, January 26, 2009.** This is the mandatory check-in date. If you are still on the waitlist/holdfile after mandatory check-in, you must check-in via my.umd.edu or in-person daily during the

REGISTRATION

Schedule Adjustment Period in order to remain or advance on the list. See page 9 for more waitlist information.

Visit my.umd.edu -Then open the "Academics and Testudo" tab and then "Waitlist." Check in through February 9, 2009.

Walk-In - Students may conduct waitlist/holdfile check-in in person on the first floor of the Mitchell Building Monday through Friday 8:30 am until 4:30 pm, January 26 – February 9, 2009.

ID Cards - Students needing a university photo ID should go to the Office of the Registrar Student Services Counter located on the first floor of the Mitchell Building with a valid photo ID (i.e. driver's license, passport) Monday through Friday 8:30 am until 4:30 pm. Please see page 59 for more ID card information.

Pay Your Bill - Bills for tuition and fees will be sent by email reminder to students that registered by January 25, 2009. All charges incurred after January 25, 2009 are due by February 20, 2009. See below for payment dates.

Go to my.umd.edu or contact the Financial Service Center at www.umd.edu/bursar and choose "STUDENT ACCOUNT INQUIRY" to verify the amount owed.

Payment in full must be made by the dates below. See pages 38-39, 44 & 45 for additional information.

If you registered By:	Payment in full is due:
December 22, 2008	By January 20, 2009
Between Dec. 23, 2008 & Jan. 25, 2009	By February 20, 2009
After January 25, 2009	By February 20, 2009

FACULTY/STAFF REGISTRATION AND REMISSION OF TUITION

Faculty and staff who wish to register for courses must be admitted to the University as an undergraduate or graduate student prior to registration. Follow the steps listed below.

STEP 1:

If necessary, contact the appropriate admissions office:

Undergraduate Admissions
Ground floor, Mitchell Building 301-314-8385

Graduate School
2123 Lee Building 301-314-8240

Non-degree seeking faculty
1113 Mitchell Building 301-314-8239

Note: Registration is on a space available basis.

STEP 2:

Contact your department representative responsible for processing Tuition Remission Request forms. For Tuition Remission guide lines please visit www.uhr.umd.edu/benefits/tuition

For Courses taken at UMCP:

The request form, referred to as the TR-ELF form, is available online at the ARES website, www.ares.umd.edu. From the ARES website select "Electronic Forms" on the left of the screen. This will take you to the ELF website.

- Select "Access My Forms" on the left of the screen and the Common Login screen will appear.
- After you login, your personal Elf box will appear on the screen. Select the "New Form" button and under "Public Forms" you will find "Tuition Remission Request." Select this and your TR-Elf form will appear.
- Complete all sections of the form and then forward it to your departmental tuition remission approver for processing.

If you do not know who your remission contact is, select TR-Elf Contacts from the Elf homepage, www.ares.umd.edu/ELF/Elf.html.

For Courses taken at other USM Institution: Please complete the existing remission paper form.

STEP 3:

Tuition Remission

To avoid the posting of late fees and service charges to student accounts, please have your tuition remission form completed and submitted by the due date of the student bill from the Bursar's Office.

The last day the University Human Resources Department will accept tuition remission forms for the Spring 2009 semester is February 2, 2009. Any late fees and/or service charges accrued due to late completion of the tuition remission form will remain the responsibility of the student.

STEP 4: Follow appropriate Registration Procedures:

Undergraduate Students	read pages 5-8
Graduate Students	read pages 13-15

Contact the Registrar's Office at registrar-help@umd.edu or 301-314-8240 if you have any questions.

Registration and More at www.my.umd.edu.

WAITLIST AND HOLD FILE

THE WAITLIST and HOLD FILE

The waitlist/hold file is a roster of students who are waiting for a seat to become available in a closed course. The waitlist stores names in order of request, on a first come, first served basis and allows fair access to seats as drops are processed. Students can waitlist courses by accessing my.umd.edu and using Testudo Registration Drop/Add under the Academics and Testudo tab. If a course is closed and a waitlist is available you will offered the option of being placed on it, and may select up to six sections of the course. You will be given information about Waitlist Check-In if you are using Testudo, or Check-In dates and times will be noted on your registration or schedule adjustment form if you register in person. Make note of these important dates. Check-In is mandatory to remain on the wait list.

SPRING 2009 WAITLIST CHECK-IN:

Mandatory Waitlist Check-In is the first day of classes, January 26, 2009.
Regular Waitlist Check-In: January 27-February 9, 2009

If you are on the waitlist you must use Testudo or check-in in person on January 26, 2009 during the hours below. This check-in is mandatory. If you are still on the waitlist after , you must then check-in daily during regular check-in (January 27-February 9, 2009) to remain on the waitlist.

Testudo Operating Hours:

Monday – Saturday:	7:30 am – 11:00 pm
Sunday	5:00 pm – 11:00 pm

Walk-In Hours (first floor Mitchell Building):
Monday – Friday: 8:30 am – 4:30 pm

WAITLIST NOTES

- Waitlist data is transferred daily from the on-line registration system. Updated course schedules with received or newly waitlisted courses will be available the following day. Access your schedule at my.umd.edu, select "Academic and Testudo" tab and then "Testudo Student Schedule" under the "Course List,Book List, Exam Schedule" tab.
- Remember – to remain on the waitlist you must check-in daily once classes begin. If you have not received the course and are still on the waitlist, Testudo will list your waitlist position and the next mandatory check-in date. Students that do not check-in will be removed from the waitlist, and if a section had already been assigned it will be given to the next eligible student. **Waitlist activity ends the last day of Schedule Adjustment. Students still on the waitlist on that time may check-in through February 9, 2009.**
- **Conflicts:** If you receive a course from the waitlist which creates a conflict or causes your schedule to exceed the number of allowable credits, **you must adjust your schedule by 4:30 pm of the following workday** by using Testudo or coming to the first floor of the Mitchell Building. If you do not adjust your schedule a drop will be processed on the course you received from the waitlist. An exception to a time conflict may remain with permission from the student's college.
- Being placed on a waitlist does not guarantee that you will be sectioned into your desired course. It is recommended that you complete your schedule with alternative course choices.
- To be eligible for waitlist/holdfile you cannot register for any other section of the desired course. If you are currently registered for any other section you must drop that section before being placed on the waitlist. If you remain registered for a course, and are also waitlisted for it, you will be removed from the waitlist.
- You may waitlist up to six sections of a course, and stand a better chance of receiving a course by waitlisting as many options as possible. However, be sure each section will fit into your schedule. The first one that becomes available will automatically be assigned to you, and you will be removed from the waitlist for all other sections of that course. Note that if new sections are opened with the same meeting time as any you selected, you will be scheduled for the new section by the waitlist processor.
- If you refuse the assigned section you receive from the waitlist, it will be given to the next person waiting for it. You may, at that time, request to be placed at the end of the waitlist for another section.
- Once you have been placed on a waitlist you cannot add more sections at the same position. New sections would be added to the end of the waitlist.

HOLDFILE INFORMATION

Some departments have two lists, one for eligible majors and special populations determined by the department, called the waitlist, and one for students who do not meet the specified requirements, called the holdfile. The same waitlist mandatory and regular check-in requirements apply to those on a holdfile. See Spring 2009 Waitlist Check-In.

The course may have seats available, however, students who do not meet the criteria established by the department must be place on the holdfile, and will not be considered for placement into the class until the first day of classes. If the course is closed, those on the waitlist (meet the criteria) will receive priority consideration over those on the holdfile.

If space is available, those on the holdfile will be moved into the course on the first day of classes. If no space is available, the holdfile will be placed at the end of the waitlist.

MANDATORY WAITLIST/HOLDFILE CHECK-IN PERIOD IS JANUARY 26 - FEBRUARY 9, 2009

Remember – you must check in on the first day of classes, January 26, 2009, and then daily to remain on the waitlist/holdfile.

CANCELLATION, DROPS AND WITHDRAWAL

CANCELLATION OF REGISTRATION

Students who register and later decide not to attend the University must CANCEL their registration by January 25, 2009. Failure to cancel registration will result in a financial obligation to the University of Maryland even though the student does not attend class.

To Cancel your Registration on or before January 25, 2009.

Your cancellation request must be received in writing:

Office of the Registrar
1st Floor, Mitchell Building, University of Maryland
College Park, Maryland 20742
or FAX to 301-314-9568

- Since the University can honor only those requests for cancellation which are actually received by January 25, 2009, requests should be sent by Registered Mail. Please include student identification number and student signature on all correspondence.
- For additional information concerning cancellation contact the Registrar's Office at 301-314-8240.
- Cancellation of Housing and Dining Services is a separate process. Contact Resident Life and Dining Services.

PENALTIES FOR DROPS DURING SCHEDULE ADJUSTMENT

Full-time undergraduate students do not receive a refund for courses dropped if the total number of credits for which they are registered remains twelve or more.

Prior to the first day of classes, January 25, 2009 or earlier, if a full-time undergraduate student drops a course or courses, thereby changing the total number of credits for which the student is registered to eleven or less, charges for the semester will be assessed on the basis of the per credit hour fee for part-time students. However, if the student later adds a course or courses, thereby changing the total number of credits for which the student is registered to twelve or more, the student will be charged for the difference between per credit hour fees paid and the general fees for full-time undergraduates.

If during the **first five days of classes,** January 26-30, 2009, a full-time undergraduate drops a course or courses thereby changing the total number of credits for which he/she is registered to eleven or less, charges for the semester will be assessed on the basis of part-time charges plus 20% of the difference between the full-time tuition and fees and appropriate part-time charges. After the first five days of classes, there is no refund for changing from full-time to part-time status.

REFUND SCHEDULE FOR DROPPING COURSES

Graduate Students and Part-Time Undergraduates

Both graduate students and part-time undergraduates are charged by the credit hour. A percentage charge and/or complete charge for the course may be imposed if the deadlines indicated below are not followed.

January 25, 2009 or earlier .....100% refund
(prior to the first day of classes) There will be no charge for courses dropped prior to this date.

January 26 to January 30, 2009 .....80% refund
(first five days of classes) There will be a 20% charge imposed for courses dropped during this period.

January 31 2009 and after .....0% refund
Student will incur full charge for courses dropped during this period.

IMPORTANT NOTES

First ten days of classes (from January 26 - February 6, 2009): Students will not be charged for course add/drop transactions if they are of equal credit value, at the College Park Campus and if they are processed on the same day. For example, a student wishing to drop CHEM 678 and add CHEM 691 (both 3 credit courses) would incur no financial penalty provided both the add and drop occur on the same day. This is considered an even exchange. Remember, to avoid additional tuition charges when dropping and adding, BOTH the drop and the add must be done during the same day. The total number of credits dropped and added must be equal. NOTE: COURSES TAKEN AT SHADY GROVE AND OTHER CAMPUSES ARE NOT CONSIDERED IN EVEN EXHCANGE CALCULATIONS.

SPECIAL COURSE REFUNDS

MATH 003, 010, 011, 013, 015

A part-time or full-time undergraduate who drops a developmental math course will receive an 80% refund of the special fee if the course is dropped during the first five (5) days of classes, and 0% thereafter. Please refer to page 39 for additional information on these courses.

UNIV/ENCO 098/099

A part-time or full-time undergraduate student who drops UNIV 098/099, or ENCO 098/099 will receive an 80% refund of the fee if the course is dropped during the first five (5) days of classes and 0% thereafter.

DROPPING COURSES: GRADUATE & PART-TIME UNDERGRADUATES

Information on Penalties and Refunds

GRADUATE STUDENTS

100% refund: January 25, 2009 or earlier
(prior to first day of classes)

80% refund: January 26-February 6, 2009
(first ten days of classes)

0% refund: February 7, 2009 and after

PART-TIME UNDERGRADUATES

100% refund: January 25, 2009 or earlier
(prior to first day of classes)

80% refund: January 26-30, 2009
(first five days of classes)*

0% refund: January 31, 2009 and after

***Note: 80% refund period is first five days of classes only, after January 30, 2009 there is no refund for course drops.**

CANCELLATION, DROPS AND WITHDRAWAL

WITHDRAWAL

Students admitted to the University of Maryland are expected to make regular and consistent progress towards the completion of their degree. However, the University understands that in exceptional circumstances a student may find it necessary to completely withdraw from all classes. The University considers such an interruption to be very serious as it delays normal progress towards the degree. Students should not withdraw for frivolous reasons or to avoid the consequences of ignoring their academic responsibilities. Any student considering withdrawal is strongly encouraged to meet with his or her academic college advisor before leaving the University.

Potential Implications: Withdrawing or taking a leave of absence from the University may have serious implications for international students, students receiving financial aid or students residing in on-campus housing. Students are advised to contact the appropriate offices before finalizing withdrawal or leave of absence plans.

- **Student Financial Services Office:** 1135 Lee Building, 301-314-9000
- **Department of Resident Life:** 2100 Annapolis Hall, 301-314-2100
- **International Education Services:** 3117 Mitchell Building, 301-314-7740

Withdrawal Procedures

A withdrawal is available anytime between the first and last day of classes. Students must submit written notice of withdrawal to the Office of the Registrar beginning January 26, 2009, but no later than the last day of classes. Withdrawal becomes effective on the date the form is filed with the Office of the Registrar. A notation of withdrawal and the effective date will be posted to the student's academic record.

REFUNDS OF TUITION & FEES

Tuition credit will be initiated according to the effective date recorded by the Office of the Registrar. Refund amounts, by date, are shown in the chart at right. Stopping payment on a check does not constitute an official withdrawal.

Credit adjustments for unused housing services are based on the date residence halls checkout procedures are completed, not the date of withdrawal. See your "Residence Hall/Dinning Servies Agreement." All financial accounts must be cleared through the Office of the Bursar, Lee Building. Additionally, all library materials must be returned. Refunds for credit adjustments will be authorized after all student financial aid adjustments have been processed and any balance remaining on the account has been deducted.

Dates for Refund of Tuition and Fees for Withdrawal from all Courses for Spring 2009

On or before January 25, 2009	100%
January 26 to February 6, 2009	80%
February 7 to February 13, 2009	60%
February 14 to February 20, 2009	40%
February 21 to February 27, 2009	20%
February 28, 2009 and beyond	-0-

Notes:

1. Students who have not paid account at the time of withdrawal will be billed according to the above schedule.
2. Students receiving Title IV funds will have their refunds calculated in accordance with Federal Regulations.
3. In computing refunds to students who have scholarships and loans from University funds, the computation will be made in such a way as to return the maximum amount to the scholarship and loan accounts without loss to the University.
4. Only amounts in excess of the non-refundable enrollment deposit will be refunded.

LEAVE OF ABSENCE

A leave of absence is a type of withdrawal and is available for students wishing to take time away from the University with the intention of returning the following semester. The leave of absence status is especially helpful for recipients of federal financial aid because they are not considered to be withdrawn provided they do return and complete the following semester. Students may apply for a leave of absence only during the last 60 days of the semester. The leave of absence period for the Spring 2009 semester begins March 23, 2009. A student's return to the University is contingent upon the conditions outlined in "Return to the University" below.

There are no refunds associated with a leave of absence. Also students with Federal financial aid should contact the office of Student Financial Services to discuss the significant ramifications of a leave of absence.

RETURN TO THE UNIVERSITY

Normally, a student may withdraw or take a leave of absence from the University only once during matriculation as an undergraduate. Students who find it necessary to leave the University are required to petition the Faculty Review Board in order to return. Students who have earned a minimum 2.0 cumulative GPA, with no previous withdrawal or leave of absence, are exempt from this requirement. Students who withdraw or take a leave of absence while on academic probation, or those returning from dismissal, are always required to petition the Faculty Review Board. Students are also required to complete a Reinstatement Advising Meeting with their academic college advising office before the petition will be considered by the Faculty Review Board.

Petition Faculty Review Board:
www.admit.umd.edu/rrapp/reinstate.html (Reinstatement advising meeting with students college is required)

Apply for readmission:
www.uga.umd.edu/reenroll/readmitApp.html (available only to students who have earned a 2.0 cumulative GPA with no previous withdrawal or leave of absence)

Additional Information:

- The effective date of withdrawal or leave of absence for the purposes of refunds is the date that the notice is received by the Office of the Registrar. Notation of withdrawal/leave of absence and the effective date will be posted to the student's academic record. Instructors and college offices will be notified of all withdrawn students. The deadline date for submitting the withdrawal for each semester is the last day of classes. Students should contact the Office of Undergraduate Admissions for reenrollment information.
- The repeat policy will not apply to courses taken during the academic semester from which the student is officially withdrawn.
- Military Call-up: If you are called to active duty in the U.S. armed forces, you may present your orders, withdraw, and receive a full refund of your tuition and fees for that semester. Students may re-enroll upon completion of their tour of duty.

COMMENCEMENT AND RECLASSIFICATION

COMMENCEMENT: CANDIDATES FOR MAY 2009 GRADUATION

Deadline to apply for a diploma dated May 2009 is February 6, 2009.

Both graduate and undergraduate students must apply for a diploma dated May 2009 by February 6, 2009. Diploma applications can be processed as follows:

- Testudo - Use Testudo Interactive Student Services on the web at www.my.umd.edu. Select Records and Registrations Services, then Apply for Graduation.

— OR —

- Come to the Information Counter, first floor lobby, Mitchell Building to complete an application.

RECLASSIFICATION TO IN-STATE STATUS

If you wish to have your out-of-state classification reconsidered you may do so by filing a timely Petition for In-State Status. The deadline for meeting the twelve month requirements for in-state status and for submitting a petition and all supporting documentation is the first day of Schedule Adjustment for the semester you wish to be classified as an in-state student. Requests for retroactive changes for prior semesters for in-state status are not granted.

Deadline for Spring 2009

January 26, 2009

It is imperative that students obtain a petition as soon as possible. Late petitions will not be accepted. The volume of petitions for review of eligibility may necessitate a delay in completing the review process. It is to your advantage to apply early. Generally a final decision for each case will be made within ninety (90) days of receipt of a complete petition including all necessary documentation.

For residency self-evaluation forms, petition materials or additional information, please visit our website at: www.testudo.umd.edu/rco.

Residency Classification Office
Room 1130 Mitchell Bldg.
301-314-9596 (Phone)
301-314-7915 (Fax)
e-mail: resclass@umd.edu

GRADUATE STUDENT INFORMATION

GRADUATE STUDENT SERVICES

2123 Lee Building
Phone: 301-405-0376
Web: www.gradschool.umd.edu

GRADUATE STUDENT REGISTRATION PROCEDURES

Most Graduate Students are eligible to register on-line. Go to my.umd.edu and select the "Academic and Testudo" tab for registration services.

Each department/program will control the distribution of materials for graduate students. Currently enrolled graduate students should have received an early registration email notifying them about registration procedures.

Financially ineligible graduate students must complete bill payments at the Bursar's Office, Room 1135 Lee Building and obtain a Financial Clearance. Include a copy of clearance form with schedule request form if registering by mail.

Registration Steps:

STEP 1 Contact department to determine requirements for advising based on status as a newly admitted or returning graduate student. Returning Student: Any student admitted to a Graduate program prior to and including Fall 2008. Newly Admitted: Is any student accepted to Grad School for Spring 2009.

STEP 2 Select courses and check course listings for notes and possible restrictions. See course listings at www.my.umd.edu and select "Academic and Testudo" tab for registration services. Students planning to request restricted courses must go to the department offering the course for authorization prior to registering.

STEP 3 Use registration services on www.my.umd.edu under the "Academics and Testudo" tab or complete Graduate Schedule Request form and bring to the Registrar's Office, Room 1113 Mitchell Building for processing. Register in-person through February 6, 2009. Note however, that late registration (with $20 late fee) begins January 26, 2009.

STEP 4 Bills for payment of fees are emailed to students who have registered prior to January 25, 2009 for Spring 2009 courses. Payment in full must be made by the dates in the following chart:

If you registered:	**Payment in Full is due:**
By December 22, 2008	By January 20, 2009
Between Dec 23, 2008 & Jan. 25, 2009	By February 20, 2009
After January 25, 2009	By February 20, 2009

All charges incurred after January 25, 2009 are due by February 20, 2009 without exception. Please contact www.umd.edu/Bursar and choose "Student Account Inquiry to verify the amount owed and make your payment.

Identification Cards See page 8 for information.

Policy Notifications

Pre-Candidacy and Doctoral Dissertation Research (Full and Part-Time Status)

Courses numbered 898 will be designated as "Pre-Candidacy Research." These courses will carry 18 units of study, and students will be able to register for 1-8 credits.

Courses numbered 899 will be designated "Doctoral Dissertation Research." Each Fall and Spring semester after a student has advanced to Candidacy, the Registrar will automatically register the student for 6 credits of 899, which will be covered by the flat Candidacy Tuition. Mandatory fees will also be assessed. Registration for 899 will grant a student full time status (108 units). Students will no longer be able to register for 899 for less than 6 credits, except during summer and winter term sessions; these sections of 899 will be billed at the appropriate graduate tuition rate.

Continuous Registration Policy

All graduate students enrolled in degree programs must register for courses and pay associated tuition and fees for each Fall and Spring semester until the degree is awarded. Failure to maintain continuous registration will result in the termination of the student's admission to the Graduate School.

Master's and Pre-Candidacy Doctoral students who plan to be away from the University for a semester or a year may request a waiver of tuition and mandatory fees from the Graduate School.

Doctoral Candidates who plan to be away from the University for a semester or a year must still pay the Candidacy Tuition, but may request a waiver of mandatory fees from the Graduate School.

If no waivers are granted, the student will be expected to pay the tuition and/or fees.

Policy on Leave of Absence

Leaves of absence for childbearing, adoption, illness, or dependent care may be requested from the Graduate School. Contact the Graduate School for information.

Academic Probation and Dismissal

In order to maintain good academic standing, every graduate student must maintain a cumulative grade point average (GPA) of 3.0 for all courses taken at the University. A student whose cumulative grade point average falls below 3.0 will be placed on academic probation by the Graduate School. The Graduate School will notify both the student and the Director of Graduate Studies of the student's program when a student is placed on probation.

A student who is on probation requires the permission of the academic advisor and the Director of Graduate Studies to register for courses for each semester that she or he remains on probation. Probation will be lifted when the student achieves a cumulative GPA of 3.0. A student at the beginning of his or her graduate program whose GPA falls below 3.0 must raise it to 3.0 or above by the end of the semester in which 15 hours of course work have been completed, or be dismissed from the Graduate School. A student who has completed 16 or more hours of course work and whose cumulative GPA falls below 3.0 will also be placed on probation and will have one semester in which to raise his or her GPA to a 3.0. If the student does not achieve a cumulative GPA of 3.0 by the end of the following semester, she or he will be dismissed from the Graduate School.

GRADUATE STUDENT INFORMATION

Advising

Graduate students registering for courses must have the approval of their program advisors in order to make certain that the minimum Graduate School and program requirements are being satisfied. Contact your department for specific advising procedures required by your program.

Full Time Status

To be certified as a full-time student a graduate student must be officially registered for a combination of courses equivalent to 48 units per semester. Graduate assistants holding full-time teaching or research appointments are full-time students if they are registered for at least 24 units in addition to the assistantship. Courses taken for Audit do not generate graduate units and cannot be used in calculating full-time or part-time status.

International students on F-1 and J-1 student visas must also maintain full-time status throughout each semester according to Federal regulations governing F-1 and J-1 students. Please contact an advisor in IES at 301-314-7744 if you have any questions concerning full-time status.

Official status (either full-time or part-time) for academic purposes will be determined on the basis of a student's registration at the end of the Schedule Adjustment Period. The Schedule Adjustment Period is defined as the first ten days of classes.

Please note students receiving a private scholarship must maintain full-time status throughout the semester in order to keep their scholarship, unless otherwise stipulated by the donor in writing.

GRADUATE UNITS

Course Number	Graduate Unit
000-399	2 units per credit hour
400-499	4 units per credit hour
500-599	5 units per credit hour
600-897	6 units per credit hour
799	12 units per credit hour
898-899	18 units per credit hour
UMEI 005	6 units per credit hour
UMEI 006	2 units per credit hour
UMEI 007	4 units per credit hour
UMEI 008	2 units per credit hour

Program Changes

Graduate students wishing to change programs or degree objectives must submit a new application to the Graduate School. Current deadlines for new applications apply.

Pass-Fail

Graduate students are not eligible for the Pass-Fail grading option for courses numbered 400 and above.

GRADUATE STUDENTS:

All course ADDS must be processed by the end of Schedule Adjustment, February 6, 2009

Thesis and Dissertation Students

The Graduate School / Office of the Registrar accepts master's theses and doctoral dissertations through a web-based electronic submission process. This eliminates the need (in the vast majority of cases) for students to print and submit hard copies of the documents. The Department / Graduate Degree Program, however, may require a hard copy for its own archives. The final copy of the document must be reviewed and approved by the Graduate School / Office of the Registrar. All documents must meet the formatting standards outlined by the Graduate School; those that do not meet these standards will be rejected, which may cause a delay in graduation and degree conferral. The University's formatting guidelines are available on the Graduate School Electronic Thesis and Dissertation page at http://www.gradschool.umd.edu/etd. This page also includes detailed instructions and tutorials for completing the Electronic Thesis and Dissertation submission process.

General Deadlines for Graduate Students

The following transactions require ***no special approval if processed during the first 10 weeks of classes.*** After this period, approval by the director of the graduate program is required:

- Section change (of a course the student is currently registered for)
- Credit level change
- Grading method change
- Dropping a course

The following transactions ***require approval*** by the director of the student's graduate program if processed ***after the first 10 days of classes*** (after the schedule adjustment period):

- Adding a course to an existing schedule
- Adding courses for initial registration
- Graduation applications processed after the first 10 days of classes

IMMUNIZATION

The University of Maryland requires all freshmen, new graduate, and transfer students to provide documentation of vaccination against Measles, Mumps, Rubella, and Tetanus/Diphtheria. It is a student's responsibility to provide this information to the Health Center before school begins. This requirement is mandatory.

GRADUATE STUDENT INFORMATION

SPRING 2009 DEADLINES - GRADUATE STUDENTS

December 11 .....Last day for mail-in registration

January 25 .....Last day to cancel registration

January 26 .....First day of classes;
Late Registration (with $20 fee) begins

Last Day to Add **February 6** .....Last day to add classes,
last day to submit applications for May 2009 Graduation to the Information Counter, 1st. floor, Mitchell Bldg.

February 13 .....DOCTORAL STUDENTS:
Deadline for submitting Nomination of Dissertation Committee form to the Office of the Registrar for May 2009 Graduation.

March 6 .....MASTERS STUDENTS:
Deadline for submission of the following materials to the Office of the Registrar for May 2009 Graduation:

- Approved Program Form (Thesis and Non-Thesis Students)
- Nomination of Thesis Committee Form

April 10 .....Last day to adjust schedule (drop, change credit level, or grading method)

April 27 .....DOCTORAL STUDENTS:
Deadline for submission of the following materials to the Office of the Registrar for May 2009 Graduation:

- Electronic submission of an acceptable dissertation
- The original signed Report of the Examining Committee Form
- Survey of Earned Doctorates
- Proquest Microfilm Contract

May 4 .....MASTERS STUDENTS:
Deadline for submission of the following materials to the Office of the Registrar for May 2009 Graduation:

- The original signed Report of the Examining Committee Form
- Electronic submission of an acceptable Thesis
  or Certificate of Completion of Master's Degree Without Thesis

May 12 ..... Last day of classes

May 21 ..... Main Spring Commencement Ceremony

May 22 ..... College Commencement Ceremonies

EMAIL

THE OFFICIAL UNIVERSITY CORRESPONDENCE

Verify your email address at:
www.my.umd.edu

EXAM SCHEDULE - SPRING 2009

A final examination shall be given in every course. Exceptions may be made with the written approval of the chair, the director, or the dean of the department, non-departmentalized school or college as appropriate. However, a student's final course grade shall be based on a combination of assessments that is at least the equivalent of a comprehensive examination.

No final examination may be given, or equivalent assignment due, during the last week of classes. All in-class final examinations must be held on the date and at the time listed in this Official Examination Schedule. Out-of-class final examinations or equivalent assessments shall be due on the date and at the time listed in this Official Examination Schedule.

Students whose class schedule requires them to take more than three final examinations on the same day have the right to reschedule examinations so they have no more than three on a given day. The student must take responsibility for initiating the rescheduling or be responsible for taking the examinations as scheduled. When rescheduling is necessary, the student should first contact the instructor(s) of the class(es). Students who have difficulties rescheduling examinations with their instructors should contact the Dean's Office of their academic program for help. Students wishing to reschedule a final examination under this rule should contact their instructor(s) by the deadline for dropping courses (see Deadlines in this schedule of classes). Students are strongly encouraged to check the final exam schedule before registering for courses. For additional information, see Attendance and Assessment in this schedule of classes."

Exam times are ***based on, but not the same as,*** the start time of the lecture period for the individual class. The tables below can be used to determine exam times.

Note: Please see exceptions listed on the next page.

SPRING 2009 STANDARD FINAL EXAM TABLE

If course meets:		*Exam will be on:*	*From:*
MWF	8:00-8:50 am	Thursday, 5/14	10:30am-12:30pm
MWF	10:00-10:50 am	Wednesday, 5/20	8:00am-10:00am
MWF	12:00-12:50 pm	Tuesday, 5/19	8:00am-10:00am
MWF	2:00-2:50 pm	Monday, 5/18	1:30pm-3:30pm
MWF	4:00-4:50 pm	Wednesday, 5/20	1:30pm-3:30pm
MW	8:00-9:15 am	Thursday, 5/14	10:30am-12:30pm
MW	11:00 am-12:15 pm	Saturday, 5/16	8:00am-10:00am
MW	2:00-3:15 pm	Monday, 5/18	1:30pm-3:30pm
MW	5:00-6:15 pm	Monday, 5/18	4:00pm-6:00pm
TuTh	9:30-10:45 am	Friday, 5/15	8:00am-10:00am
TuTh	12:30-1:45 pm	Tuesday, 5/19	1:30pm-3:30pm
TuTh	3:30-4:45 pm	Wednesday, 5/20	10:30am-12:30pm
MWF	9:00-9:50 am	Monday, 5/18	8:00am-10:00am
MWF	11:00-11:50 am	Saturday 5/16	8:00am-10:00am
MWF	1:00-1:50 pm	Friday 5/15	1:30pm-3:30pm
MWF	3:00-3:50 pm	Saturday, 5/16	1:30pm-3:30pm
MWF	5:00-5:50 pm	Monday, 5/18	4:00pm-6:00pm
MW	9:30-10:45 am	Wednesday, 5/20	8:00am-10:00am
MW	12:30-1:45 pm	Tuesday, 5/19	8:00am-10:00am
MW	3:30-4:45 pm	Saturday, 5/16	1:30pm-3:30pm
TuTh	8:00-9:15 am	Tuesday, 5/19	10:30am-12:30pm
TuTh	11:00 am-12:15 pm	Thursday, 5/14	8:00am-10:00am
TuTh	2:00-3:15 pm	Monday, 5/18	10:30am-12:30pm
TuTh	5:00-6:15 pm	Tuesday, 5/19	4:00pm-6:00pm

EXAM SCHEDULE - SPRING 2009

EXAMS FOR CLASSES THAT MEET AT NON-STANDARD TIMES

Classes that meet at non-standard times, or whose starting times do not correspond with any of the standard class times (times included in the chart above), will not be assigned a time for the final exam until mid-semester.

EXAMS FOR CLASSES BEGINNING AT 6 P.M. AND LATER are given on the same day and at the same time that the class normally meets during the semester. For example, a class that meets Tuesday at 6:00 p.m. will have its exam on Tuesday of the exam week at 6:00 p.m.; a class that meets Thursday at 6:00 p.m. will have its exam on Thursday of the exam week at 6:00 p.m. Final examinations for classes that meet more than once a week will be held on the exam day corresponding to the first day of the week that the class meets; ex: a class that meets T/Th at 6:00 p.m. will have its exam on Tuesday of the exam week at 6:00. Exams will be given in regularly scheduled classrooms. The department will notify faculty of any exceptions.

FINAL EXAMINATIONS FOR BMGT COURSES NUMBERED 600 AND ABOVE do not follow the schedule outlined on previous page. These exams are generally three hours in length. Exam dates and times will be announced in class.

Exam times for the **UNDERGRADUATE BUSINESS PROGRAM at SHADY GROVE** will be announced in class.

COMMON FINAL EXAMS Final examinations for all sections of the courses listed below are given at the times indicated. Note that these exam times do not depend on the hour or day at which the particular section meets. The rooms in which these examinations will be held will be announced in class.

SPRING 2009 COMMON FINALS EXAM TABLE

Course	*Exam will be on:*	*From:*
BIOM 301	Thursday, 5/14	4:00pm-6:00pm
BMGT 220	Saturday, 5/16	10:30am-12:30pm
BMGT 221	Friday, 5/15	4:00pm-6:00pm
BMGT 230	Thursday, 5/14	7:00pm-9:00pm
BMGT 340	Friday, 5/15	10:30am-12:30pm
BMGT 350	Thursday, 5/14	4:00pm-6:00pm
BMGT 364	Saturday, 5/16	4:00pm-6:00pm
CHEM 131 (Lec)	Friday, 5/15	10:30am-12:30pm
CHEM 136 (Lab)	Thursday, 5/14	TBA
CHEM 231 (Lec)	Friday, 5/15	10:30am-12:30pm
CHEM 241 (Lec)	Friday, 5/15	10:30am-12:30pm
CHEM 271 (Lec)	Friday, 5/15	10:30am-12:30pm
CHEM 272 (Lab)	Thursday, 5/14	TBA
CHEM 132 (Lab)	Thursday, 5/14	TBA
CHEM 147 (Lab)	Thursday, 5/14	TBA
CHEM 232 (Lab)	Thursday, 5/14	TBA
CHEM 242 (Lab)	Thursday, 5/14	TBA
CMSC 102	Thursday, 5/14	4:00pm-6:00pm
CMSC 106	Friday, 5/15	4:00pm-6:00pm
CMSC 131	Friday, 5/15	4:00pm-6:00pm
CMSC 132	Friday, 5/15	4:00pm-6:00pm
CMSC 212	Thursday, 5/14	4:00pm-6:00pm
CMSC 250	Saturday, 5/16	4:00pm-6:00pm
CMSC 311	Friday, 5/15	4:00pm-6:00pm
CMSC 330	Thursday, 5/14	4:00pm-6:00pm
CMSC 351	Saturday, 5/16	4:00pm-6:00pm
EDMS 410	Saturday, 5/16	4:00pm-6:00pm
EDMS 451	Thursday, 5/14	4:00pm-6:00pm
ENES 102	Saturday, 5/16	4:00pm-6:00pm
ENES 220	Saturday, 5/16	4:00pm-6:00pm
ENES 221	Friday, 5/15	4:00pm-6:00pm
FREN 103	Saturday, 5/16	10:30am-12:30pm
FREN 203	Saturday, 5/16	10:30am-12:30pm
GERM 103	Saturday, 5/16	10:30am-12:30pm
GERM 203	Saturday, 5/16	10:30am-12:30pm
ITAL 103	Saturday, 5/16	10:30am-12:30pm
ITAL 203	Saturday, 5/16	10:30am-12:30pm
JAPN 101	Saturday, 5/16	10:30am-12:30pm
JAPN 102	Saturday, 5/16	10:30am-12:30pm
MATH**see list below	Thursday, 5/14	1:30pm-3:30pm
NFSC 100	Saturday, 5/16	10:30am-12:30pm
PHYS 161	Friday, 5/15	6:30pm-8:30pm
PHYS 260	Friday, 5/15	6:30pm-8:30pm
PHYS 270	Saturday, 5/16	6:30pm-8:30pm
RUSS 101	Saturday, 5/16	10:30am-12:30pm
RUSS 102	Saturday, 5/16	10:30am-12:30pm
RUSS 201	Saturday, 5/16	10:30am-12:30pm
RUSS 202	Saturday, 5/16	10:30am-12:30pm
STAT 100	Thursday, 5/14	1:30pm-3:30pm
CONFLICT RESOLUTION	Wednesday, 5/20	4:00pm-6:00pm

**MATH 003, 110, 111, 112, 113, 115, 115B, 140, 140B, 140H, 141, 141H, 212, 213, 214, 220, 221, 240, 241, 241H, 246, 246H

CORE PROGRAM

CORE Program

OFFICE OF THE DEAN FOR UNDERGRADUATE STUDIES
2130 Mitchell Building
Phone: 301-405-9359
Web: www.ugst.umd.edu/core

The CORE Liberal Arts and Sciences Studies Program (CORE) is the University of Maryland's set of general education requirements that all undergraduates must complete in addition to their major, department, and college requirements. The CORE requirements are outlined below. **Please check Testudo Spring 2009 course offerings and their CORE requirements status. For the most up to date listing of approved CORE courses please go to CORE Online at www.ugst.umd.edu/core.**

ADDITIONAL RESOURCES:

- **CORE Academic Planner and Record Keeper** available at your college advising office and at the Office of the Dean for Undergraduate Studies, 2130 Mitchell Building.
- **Undergraduate Catalog** online at www.umd.edu/catalog
- For more information on **Study Abroad** and **CORE** requirements, see CORE Online at: www.ugst.umd.edu/core/moreinfo/StudyAbroad.html

NOTE: *If you earned nine or more credits before May, 1990 that will count toward your undergraduate degree from the University of Maryland, you may need information about earlier general education programs. Please refer to the Undergraduate Catalog or CORE Online.*

COURSES USED TO FULFILL CORE REQUIREMENTS:

MUST be selected from the approved CORE course lists.
MAY also be used to satisfy college, major, and/or supporting area requirements if the courses also appear on CORE Fundamental or Distributive Studies lists.
MAY NOT be taken on a Pass-Fail basis.

I. CORE FUNDAMENTAL STUDIES (3 courses)

1. ONE COURSE IN INTRODUCTION TO WRITING

[Must be attempted within first 30 credits and passed within first 60.]

Approved CORE Introduction to Writing Courses:

ENGL 101	Introduction to Writing
ENGL 101A	Introduction to Writing (Must be taken if student has TSWE [SAT verbal subtest] score below 33)
ENGL 101H	Introduction to Writing (Honors Students)
ENGL 101X	Introduction to Writing (Students for whom English is a second language may register for ENGL 101X instead of ENGL 101).

Note: Based on scores from either the TOEFL or MEIP, students may be required to complete a program of English language instruction for non-native speakers through the MEI before being allowed to register for ENGL 101X.

Exemptions from Introduction to Writing requirement:

- AP English Language and Composition test score of 4 or 5, OR
- SAT verbal score 670 or above for scores achieved between May 1995 and February 2005.
  In April 1995, the Educational Testing Service re-centered the scores on the SAT. Students whose test scores are from before April 1995 must have received a score of 600 or above to be exempt from Freshman Writing. This re-centering does not reflect a raising of the requirement for exemption, but a change in the scoring system used by ETS.
  In March 2005, ETS began the use of a new SAT test for writing. Information about exemption in connection with SAT tests taken after March 2005 will be available at http://www.english.umd.edu/programs/FreshmanWriting/Exemptions.html

2. ONE COURSE IN MATHEMATICS

[Must be attempted within first 30 credits and passed within first 60.]

Approved CORE Fundamental Studies Mathematics Courses:

MATH 110	Elementary Mathematical Models; OR
MATH 112	College Algebra with Applications and Trigonometry; OR
MATH 113	College Algebra with Applications; OR
MATH 115	Pre-calculus; OR

Any 100- or 200-level MATH or STAT course except MATH 199, 210, 211, 212, 213, 214, and 274.

Exemptions from Mathematics requirement:

- SAT Math score of 600 or above; OR
- AP score of 4 or above in Calculus AB or BC; OR
- AP score of 4 or above in Statistics; OR
- CLEP Calculus Exam score of 50 or higher.

Note: If you are placed in the Developmental Math Program by the Mathematics Placement Exam, you may be offered the opportunity to combine your Developmental course with the appropriate subsequent course of MATH 110, 111, 113, or 115 and thus finish both in one semester. For further information, please see the Developmental Math Program web site: www.math.umd.edu/undergraduate/courses/fsm.shtml

3. ONE COURSE IN PROFESSIONAL WRITING

[Taken after 60 credits.]

Approved CORE Professional Writing Courses:

(Select the appropriate course based on requirements or interests.)

ENGL 390	Science Writing
ENGL 391	Advanced Composition
ENGL 392	Legal Writing
ENGL 393	Technical Writing
ENGL 394	Business Writing
ENGL 395	Writing for Health Professions
ENGL 398	Topics in Professional Writing

Suffixed versions of the above course numbers also fulfill the CORE Professional Writing requirement.

For CORE Approved Honors Courses, please see the Honors Course section of the on-line Schedule of Classes at www.my.umd.edu and select "Academic and Testudo" tab and the CORE Website: www.ugst.umd.edu/core

CORE PROGRAM

Exemption from Professional Writing Requirement:
Grade of "A" in ENGL 101 (NOT ENGL 101A or ENGL 101X), except for students majoring in Engineering. All Engineering majors must take ENGL 393.

Note: No exemption from the Professional Writing requirement will be granted for achievement on SAT verbal exam. Professional Writing courses cannot be used to fulfill Advanced Studies requirements.

II. CORE DISTRIBUTIVE STUDIES (9 courses) 28 credits

1. Humanities and the Arts — three courses required:
- One course from Literature (HL) list, and
- One course from The History or Theory of the Arts (HA) list, and
- One more course from Literature (HL), OR The History or Theory of the Arts (HA), OR Humanities (HO) lists

Note: There is no specific CORE requirement for a course from the Humanities (HO) list.

2. Sciences and Mathematics — three courses required:
- Up to two courses from Physical Sciences (PL/PS) lists, and
- Up to two courses from Life Sciences (LL/LS) lists, and
- Up to one course from Mathematics/Formal Reasoning (MS) list

Notes: At least one science course MUST include or be accompanied by a lab taken in the same semester (LL or PL lists only). More than one lab course may be taken. Courses must be taken from at least two of the three lists. There is no specific CORE requirement for a course from the Mathematics and Formal Reasoning (MS) list.

3. Social Sciences and History — three courses required:
- One course from Social or Political History (SH) list, and
- Two courses from Behavioral and Social Sciences (SB) list

4. Interdisciplinary and Emerging Issues — OPTIONAL CORE DISTRIBUTIVE STUDIES CATEGORY EFFECTIVE BEGINNING FALL 2005
The IE category features courses that provide an interdisciplinary examination of issues (theory, questions, methods) across CORE areas, or present a significant portion of content that does not fit into any of the specific CORE areas but deals with contemporary issues, emerging disciplines, or other categories of knowledge, skills, and values that lie outside these areas.

Students may take one IE course in place of one of the following:
- The third course in the Humanities and the Arts category (one HL and one HA must be taken)
- The third course in the Sciences and Mathematics category (two science courses chosen from PL, PS, LL, or LS lists including at least one course from the LL or PL lists must be taken)
- One SB course in the Social Sciences category (one SH and one SB must be taken)

IMPORTANT NOTES ON THE IE OPTION:
- IE is an optional CORE distributive studies category; Students may fulfill CORE requirements without taking an IE course.
- All students under the CORE requirements (continuing and incoming) have this option.
- Only one IE course may be counted toward fulfilling CORE Distributive Studies requirements.
- Whether a student takes an IE course or not, total CORE Distributive Studies course and credit requirements remain the same: at least 9 courses and 28 credits.

IE Courses: *See the CORE website at www.ugst.umd.edu/core for details on how to use the IE option and for a list of IE courses. The online Schedule of Classes for Spring 2009 at www.testudo.umd.edu/ScheduleOfClasses.html will list IE courses.*

III. CORE ADVANCED STUDIES (2 courses) 6 credits

Two upper-level (300- or 400-level) courses outside the major taken after 60 credits. Students may substitute a CORE–approved senior capstone course in their major or a senior or honors thesis for one of the two required Advanced Studies courses. Enrollment in CORE Capstone courses will be subject to departmental guidelines. The other course must be outside the major.

The following MAY NOT be used to fulfill Advanced Studies requirements: Professional Writing courses (courses that meet the Fundamental Studies upper-level writing requirement); courses used to meet Distributive Studies requirements; internships, practica, or other experiential learning types of courses; courses taken on a pass/fail basis.

One independent studies course (minimum of three credits, outside the major) may be used toward Advanced Studies requirements as long as it is consistent with the rules above and the faculty member supervising the independent study agrees that it is appropriate for Advanced Studies.

IV. CORE HUMAN CULTURAL DIVERSITY (One course) 3 credits

Cultural Diversity courses focus primarily on: (a) the history, status, treatment, or accomplishment of women or minority groups and subcultures; (b) non-Western culture, or (c) concepts and implications of diversity.
Note: A number of CORE Human Cultural Diversity courses also satisfy CORE Distributive Studies, Advanced Studies, or a college, major, and/or supporting area requirement.

STUDY ABROAD AND SATISFYING CORE REQUIREMENTS

Students may use study abroad to earn credit toward University of Maryland CORE Distributive and/or Advanced Studies requirements. All students considering study abroad must meet with a Study Abroad Advisor and complete the Permission to Study Abroad form (available at the Study Abroad Office). The Study Abroad Office determines if the course work will be completed through an accredited academic program and be eligible for transfer credit. Upon approval, the number of credits will be determined for each course. How the courses will apply to a student's graduation requirements will be determined by the student's advising college. CORE Distributive Studies equivalencies (if applicable) must be shown clearly on the Study Abroad form with approvals from the UM academic departments which offer similar courses. CORE Advanced Studies criteria also apply to Study Abroad courses students wish to count toward CORE Advanced Studies. Some college/departmental guidelines and restrictions may apply.

Participation in a study abroad program with the successful completion and transfer of at least 9 credits abroad automatically waives a student's CORE Human Cultural Diversity requirement.

CORE PROGRAM

CORE CODES

The following CORE Codes designate the CORE requirement(s) met by courses listed in the course scheduling section of Testudo.

CORE DISTRIBUTIVE STUDIES:

Humanities and the Arts

HL Literature
HA The History or Theory of the Arts
HO Humanities

Sciences and Mathematics

PS Physical Sciences (Non-Lab)
LS Life Sciences (Non-Lab)
PL Physical Sciences (Lab)
LL Life Sciences (Lab)
MS Mathematics or Formal Reasoning

Social Sciences and History

SH Social or Political History
SB Behavioral and Social Science

Interdisciplinary and Emerging Issues

IE

CORE ADVANCED STUDIES:

CS Capstone

CORE HUMAN CULTURAL DIVERSITY:

D Diversity

Check CORE Online

for CORE course lists and information at: www.ugst.umd.edu/core, a great resource for up-to-date CORE approvals

CORE GENERAL EDUCATION COURSE LISTS (updated 8/18/2008)

Please see the CORE Web site:ugst.umd.edu/core for the most current lists.

SECTION I – CORE FUNDAMENTAL STUDIES

(3 COURSES REQUIRED)

Please see the CORE Web site:ugst.umd.edu/CORE for details on the CORE Fundamental Studies Requirements and exemptions.

Introduction to Writing

(1 course required; Must be attempted by 30 credits and completed by 60 credits.)

ENGL 101 Introduction to Writing
ENGL 101A Intensive Introduction to Writing
ENGL 101H Honors Introduction to Writing
ENGL 101X Intensive Introduction to Writing—ESL

Professional Writing

(1 course required; Must be taken after 60 credits.)

ENGL 390 Science Writing
ENGL 391 Advanced Composition
ENGL 392 Legal Writing
ENGL 393 Technical Writing
ENGL 394 Business Writing
ENGL 395 Writing for Health Professionals
ENGL 398 Topics in Professional Writing

Suffixed versions of the above course numbers also fulfill the CORE Professional Writing requirement.

Mathematics

(1 course required; Must be attempted by 30 credits and completed by 60 credits.)

MATH 110 Elementary Mathematical Models
MATH 111 Introduction to Probability
MATH 112 College Algebra with Applications and Trigonometry
MATH 113 College Algebra with Applications
MATH 115 Pre-calculus
MATH 140 Calculus I
MATH 220 Elementary Calculus I
STAT 100 Elementary Statistics and Probability

OTHER: Any 100- or 200-level MATH or STAT course except: MATH 199, 210, 211, 212, 213, 214, and 274.

SECTION II – CORE DISTRIBUTIVE STUDIES

Honors (HONR) CORE Courses are listed at the CORE Web site:ugst.umd.edu/CORE.

Humanities and the Arts *At least 9 credits, 3 courses*

- Literature (HL) (one course)
- The History or Theory of the Arts (HA) (one course)
- One other HL, HA, or Humanities (HO) course

Literature (CORE Code: HL)

(D) listed after a course indicates that this course also counts as CORE Human Cultural Diversity.

AASP 298L Intro. to African-American Literature (also as ENGL 234)D
AAST 233 Intro. to Asian American Literature (also as ENGL 233) D
CHIN 213 Chinese Poetry into English: An Introduction D
CLAS 100 Classical Foundations
CLAS 170 Greek and Roman Mythology
CLAS 270 Greek Literature in Translation
CLAS 271 Roman Literature in Translation
CMLT 235 Introduction to Literatures of the African Diaspora (also as ENGL 235) D
CMLT 270 Global Literature and Social Change D
CMLT 275 World Literature by Women (also as WMST 275) D
CMLT 277 Literatures of the Americas D
ENGL 201 Literature of the Western World I: Ancient and Medieval
ENGL 201H Literature of the Western World I: Ancient and Medieval
ENGL 202 Literature of the Western World II: Renaissance to Modern
ENGL 202H Literature of the Western World II: Renaissance to Modern
ENGL 205 Introduction to Shakespeare
ENGL 205H Introduction to Shakespeare
ENGL 210 Themes in Early English Literature: Love, Adventure, and Identity
ENGL 211 English Literature: Beginnings to 1800

CORE GENERAL EDUCATION COURSE LIST

ENGL 212 English Literature: 1800 to the Present
ENGL 221 American Literature: Beginning to 1865
ENGL 222 American Literature: 1865 to the Present
ENGL 233 Intro. to Asian American Literature (also as AAST 233) D
ENGL 234 Intro. to African-American Literature (also as AASP 298L) D
ENGL 235 Intro. to Literatures of the African Diaspora (also as CMLT 235) D
ENGL 240 Introduction to Fiction, Poetry and Drama
ENGL 241 Introduction to the Novel
ENGL 243 Introduction to Poetry
ENGL 244 Introduction to Drama
ENGL 250 Intro. to Literature by Women (also as WMST 255) D
ENGL 262 The Hebrew Bible: Narrative (also as JWST 262)
ENGL 263 The Hebrew Bible: Poetry and Prophecy (also as JWST 263)
ENGL 265 Intro. to Lesbian, Gay, and Bisexual Literatures (also as LGBT 265) D
ENGL 277 Mythologies: An Introduction D
ENGL 278K The American Short Story
ENGL 278W Literature in a Wired World
FREN 240 Masterworks of French Literature in Translation
FREN 241 Women Writers of French Expression in Translation (also as WMST 241) D
FREN 242 Black Writers of French Expression in Translation D
FREN 250 Introduction to French Literature
GERM 281 Women in German Literature and Society (also as WMST 281) D
GERM 282 Germanic Mythology
GERM 283 Viking Culture and Civilization
GERM 285 German Film and Literature
GERM 287 Ancient Celtic Culture and Civilization
ITAL 241 Modern Italian Women Writers - in Translation
ITAL 251 Aspects of Contemporary Italian Literature and Culture
JAPN 217 Japanese Literature in the Age of the Samurai D
JAPN 298A Modern Japanese Fiction and Film in Translation
JWST 262 The Hebrew Bible: Narrative (also as ENGL 262)
JWST 263 The Hebrew Bible: Poetry and Prophecy (also as ENGL 263)
JWST 270 Fantasy and the Supernatural in Jewish Literature (formerly JWST 219G) D
JWST 272 Jewish Literature in Translation
LGBT 265 Introduction to Lesbian, Gay, and Bisexual Literatures (also as ENGL 265) D
PORT 228A Latin American Literatures and Society: An Interdisciplinary Approach to Environmental Issues of the Amazon Ecosystem (also as SPAN 228A) D
PORT 231 Introduction to the Literatures of the Portuguese Language D
RUSS 221 Masterworks of Russian Literature I
RUSS 222 Masterworks of Russian Literature II
SPAN 221 Introduction to Literature
SPAN 222 Cultural Difference in Contemporary Latin America D
SPAN 224 Violence and Resistance in the Americas D
SPAN 228A Latin American Literatures and Society: An Interdisciplinary Approach to Environmental Issues of the Amazon Ecosystem (also as PORT 228A) D
WMST 241 Women Writers of French Expression in Translation (also as FREN 241) D
WMST 255 Intro. to Literature by Women (also as ENGL 250) D
WMST 275 World Literature by Women (also as CMLT 275) D
WMST 281 Women in German Literature and Society (also as GERM 281) D

The History or Theory of the Arts (CORE Code: HA)

(D) listed after a course indicates that this course also double counts as Human Cultural Diversity.

AMST 205 Material Aspects of American Life
ARCH 170 Introduction to the Built Environment
ARCH 223 History of Non-Western Architecture D
ARCH 224 The Ancient Roman City: Pompeii and Beyond
ARTH 100 Introduction to Art
ARTH 200 Art of the Western World to 1300
ARTH 201 Art of the Western World after 1300
ARTH 250 Art and Archaeology of Ancient America D
ARTH 275 Art and Archaeology of Africa D
ARTH 290 Art of Asia D
ARTT 150 Introduction to Art Theory
CMLT 214 Film, Form, and Culture
CMLT 280 Film Art in a Global Society D
DANC 200 Introduction to Dance D
ENGL 245 Film and the Narrative Tradition
FREN 243 Masterpieces in French and Francophone Cinemas D
FREN 298__ Aspects of French Civilization (Topics will vary)
MUET 200 World Popular Musics and Identity D
MUET 210 The Impact of Music on Life D
MUET 220 Selected Musical Cultures of the World D
MUSC 130 Survey of Music Literature
MUSC 140 Music Fundamentals I
MUSC 205 History of Popular Music, 1950-Present
PHIL 230 Philosophy of the Arts
RUSS 298K Soviet Film: Propaganda, Myth, Modernism
THET 110 Introduction to the Theatre
THET 195 Gender and Performance D
THET 240 African Americans in Film and Theatre D
THET 290 American Theatre 1750-1890
THET 291 American Theatre 1890-Present
THET 293 Black Theatre and Performance I D
THET 294 Black Theatre and Performance II D
WMST 250 Introduction to Women's Studies: Women, Art, and Culture D
WRLD 125 The Creative Drive: Creativity in Music, Architecture, and Science

CORE GENERAL EDUCATION COURSE LIST

Humanities (CORE Code: HO)

(D) listed after a course indicates that this course also double counts as Human Cultural Diversity.

AASP 200	African Civilization
AMST 201	Introduction to American Studies
AMST 203	Popular Culture in America
AMST 204	Film and American Culture Studies
AMST 211	Technology and American Culture
ARHU 205	Second Year Seminar in Honors Humanities
CHIN 202	Intermediate Written Chinese I
CHIN 204	Intermediate Written Chinese II
CHIN 205	Intermediate Chinese - Accelerated Track
CMLT 291	International Perspectives on Lesbian and Gay Studies (also as LGBT 291) D
COMM 200	Critical Thinking and Speaking
EDPL 210	Historical and Philosophical Perspectives on Education
ENGL 280	Introduction to the English Language
ENGL 282	Introduction to Rhetorical Theory
FREN 201	Intermediate French
FREN 203	Intensive Intermediate French
FREN 204	Review Grammar and Composition
FREN 211	French Reading and Conversation
GERM 201	Intermediate German I
GERM 202	Intermediate German II
GERM 203	Intensive Intermediate German
GERM 280	German-American Cultural Contrast
HISP 200	The Everyday and the "American" Built Environment D
HIST 110	The Ancient World
HIST 112	The Rise of the West: 1500-1789
HIST 216	Introduction to the Study of World Religions D
ITAL 122	Accelerated Italian II
ITAL 203	Intensive Intermediate Italian
ITAL 204	Review Grammar and Composition
ITAL 261	Cuisine, Culture, and Society in Italy Yesterday and Today (taught in Italian)
ITAL 271	The Italian-American Experience
JWST 219A	The World of the Dead Sea Scrolls
JWST 250	Fundamental Concepts of Judaism (also as PHIL 234)
KORA 212	Reading for Speakers of Korean II
LARC 160	Introduction to Landscape Architecture
LASC 234	Issues in Latin American Studies I (also as PORT 234 and SPAN 234) D
LASC 235	Issues in Latin American Studies II (also as PORT 235 and SPAN 235) D
LATN 201	Intermediate Latin
LGBT 291	International Perspectives on Lesbian and Gay Studies (also as CMLT 291) D
LING 210	Structure of American Sign Language D
LING 240	Language and Mind
PHIL 100	Introduction to Philosophy
PHIL 140	Contemporary Moral Issues
PHIL 233	Philosophy in Literature
PHIL 234	Fundamental Concepts of Judaism (also as JWST 250)
PHIL 236	Philosophy of Religion
PHIL 245	Political and Social Philosophy I
PHIL 250	Philosophy of Science I
PHIL 256	Philosophy of Biology I
PHIL 282	Action and Responsibility
PORT 223	Portuguese Culture (in English)
PORT 224	Brazilian Culture (in English) D
PORT 234	Issues in Latin American Studies I (also as LASC 234 and SPAN 234) D
PORT 235	Issues in Latin American Studies II (also as LASC 235 and SPAN 235) D
RUSS 201	Intermediate Russian I
RUSS 202	Intermediate Russian II
RUSS 281	Russian Language and Pre-Revolutionary Culture
RUSS 282	Contemporary Russian Culture D
RUSS 298M	Building a New Reality: Russian Cinema at the End of the 20th Century D
SPAN 201	Intermediate Spanish
SPAN 203	Intensive Intermediate Spanish
SPAN 204	Spanish Grammar Review
SPAN 223	U.S. Latino Culture D
SPAN 225	Cultures of the Contact Zones - Seville, Al-Andalus and the Atlantic World D
SPAN 234	Issues in Latin American Studies I (also as LASC 234 and PORT 234) D
SPAN 235	Issues in Latin American Studies II (also as LASC 235 and PORT 235) D
WMST 265	Constructions of Manhood and Womanhood in the Black Community D

Sciences and Mathematics

At least 10 credits, 3 courses

- Physical Science lists (PL, PS) (at most two courses)
- Life Sciences lists (LL, LS) (at most two courses)
- Mathematics and Formal Reasoning lists (MS) (at most one course)
- At least one of the Sciences and Mathematics courses must be from the PL or LL lists and must include or be accompanied by a laboratory taken concurrently.

Physical Sciences Lab (CORE Code: PL)

**Both courses must be taken in the same semester.

AOSC 200/201	Weather and Climate and Laboratory** (formerly METO 200/201)
ASTR 100/111	Introduction to Astronomy and Observational Astronomy Laboratory**
ASTR 101	General Astronomy
ASTR 121	Introductory Astrophysics II - Stars and Beyond
CHEM 131/132	Chemistry I - Fundamentals of General Chemistry & Lab** (formerly CHEM 103)
GEOG 201/211	Geography of Environmental Systems and Laboratory**
GEOL 100/110	Physical Geology and Laboratory**
PHYS 102/103	Physics of Music and Laboratory**

CORE GENERAL EDUCATION COURSE LIST

PHYS 106/107 Light, Perception, Photography and Visual Phenomena and Laboratory**
PHYS 115 Inquiry into Physics
PHYS 117 Introduction to Physics
PHYS 121 Fundamentals of Physics I
PHYS 122 Fundamentals of Physics II
PHYS 141 Principles of Physics
PHYS 142 Principles of Physics
PHYS 260/261 General Physics: Vibrations, Waves, Heat, Electricity & Magnetism and Lab**
PHYS 270/271 General Physics: Electrodynamics, Light, Relativity & Modern Physics and Lab**
PHYS 272/275 Introductory Physics: Fields / Experimental Physics I: Mechanics and Heat**

Life Sciences Lab (CORE Code: LL)

***Both courses must be taken in the same semester.*

(D) listed after a course indicates that this course also double counts as Human Cultural Diversity.

ANTH 220 Introduction to Biological Anthropology D
BSCI 103 The World of Biology
BSCI 105 Principles of Biology I
BSCI 106 Principles of Biology II
BSCI 122 Microbes and Society
BSCI 124/125 Plant Biology for Non-Science Students and Laboratory**
BSCI 201 Human Anatomy and Physiology I
BSCI 223 General Microbiology
BSCI 224 Animal Diversity
CHEM 104 Fundamentals of Organic and Biochemistry
ENST 200 Fundamentals of Soil Science (formerly NRSC 200)
PLSC 100 Introduction to Horticulture
PLSC 101 Introduction to Crop Sciences

Physical Sciences Non-Lab (CORE Code: PS)

AOSC 123 Causes and Implications of Global Change (also as GEOG 123/GEOL 123)
AOSC 200 Weather and Climate
ASTR 100 Introduction to Astronomy (only if taken Fall 1993 or later)
ASTR 120 Introductory Astrophysics - Solar System
ASTR 220 Collisions in Space
ENEE 132 Engineering Issues in Modern Medicine
ENES 100 Introduction to Engineering Design
ENSP 101 Introduction to Environmental Science
GEOG 123 Causes and Implications of Global Change (also as GEOL 123/AOSC 123)
GEOG 140 Coastal Environments
GEOL 104 Dinosaurs: A Natural History
GEOL 120 Environmental Geology
GEOL 123 Causes and Implications of Global Change (also as GEOG 123/AOSC 123)
GEOL 124 Biogenesis: Making a Habitable Planet
GEOL 212 Planetary Geology
GEOL 214 Global Energy Systems and Resources
PHYS 101 Contemporary Physics – Revolutions in Physics
PHYS 104 How Things Work : Science Foundations
PHYS 105 Physics for Decision Makers: The Global Energy Crisis
PHYS 111 Physics in the Modern World
PHYS 161 General Physics: Mechanics and Particle Dynamics
PHYS 171 Introductory Physics: Mechanics and Relativity

Life Sciences Non-Lab (CORE Code: LS)

BSCI 120 Insects
BSCI 205 Environmental Science
BSCI 206 Chesapeake: A Living Resource
ENST 100 International Crop Production-Issues & Challenges in the 21st Century
ENST 105 Soil and Environmental Quality (formerly NRSC 105)
KNES 260 Science of Physical Activity and Cardiovascular Health
NFSC 100 Elements of Nutrition
PLSC 203 Plants, Genes, and Biotechnology

Mathematics or Formal Reasoning (CORE Code: MS)

NOTE: MS courses do NOT fulfill CORE Science requirements.

GEOG 170 Maps and Map Use
MATH 111 Introduction to Probability
MATH 140 Calculus I
MATH 141 Calculus II
MATH 220 Elementary Calculus I
MATH 221 Elementary Calculus II
PHIL 170 Introduction to Logic
PHIL 209P Philosophy and Computers
STAT 100 Elementary Statistics and Probability

Social Sciences and History *At least 9 credits, 3 courses*

- Social or Political History (SH) (one course)
- Social and Behavioral Sciences (SB) (two courses)
- Social or Political History (CORE Code: SH)

(D) listed after a course indicates that this course also double counts as Human Cultural Diversity.

AASP 100 Introduction to African American Studies D
AASP 202 Black Culture in the United States D
AAST 201 Asian American History (also as HIST 219M) D
AAST 222 Immigration and Ethnicity in America (also as HIST 222) D
AAST 298M South Asian American Communities: (De)Constructing South/Asian/American Communities (also as HIST 219D) D
ENGL 260 Introduction to Folklore
HIST 106 American Jewish Experience (also as JWST 141)
HIST 111 The Medieval World
HIST 113 Modern Europe: 1789 - Present
HIST 120 Islamic Civilization D
HIST 122 African Civilization to 1800 D
HIST 123 Sub-Saharan Africa Since 1800 (also as AASP) D
HIST 156 History of the United States to 1865
HIST 157 History of the United States since 1865
HIST 174 Introduction to the History of Science

CORE GENERAL EDUCATION COURSE LIST

HIST 175	Science and Technology in Western Civilization
HIST 210	Women in America to 1880 (also as WMST 210) D
HIST 211	Women in America since 1880 (also as WMST 211)D
HIST 212	Women in Western Europe, 1750 - Present (also as WMST 212) D
HIST 213	History of Sexuality in America D
HIST 219A	Women in Western Europe to 1750 D
HIST 219D	South Asian American Communities: (De)Constructing South/Asian/American Communities (Also as AAST 298M) D
HIST 219M	Asian American History (also as AAST 201) D
HIST 224	Modern Military History 1494-1815
HIST 225	Modern Military History 1815-Present
HIST 232	The Historical Development of London
HIST 233	Empire! The British Imperial Experience 1558-1997D
HIST 234	History of Britain to 1485
HIST 235	History of Britain 1461-1714
HIST 236	History of Britain 1688 to Present
HIST 237	Russian Civilization D
HIST 240	Europe in the Twentieth Century
HIST 250	Latin-American History I D
HIST 251	Latin-American History II D
HIST 255	African American History, 1865-Present
HIST 266	The United States and World Affairs
HIST 275	Law and Constitutionalism in American History
HIST 281	The Rabbinic Movement: History and Culture (also as JWST 230) D
HIST 282	History of the Jewish People I (also as JWST 234) D
HIST 283	History of the Jewish People II (also as JWST 235)D
HIST 284	East Asian Civilization I D
HIST 285	East Asian Civilization II D
HIST 286	The Jew and the City through the Centuries (also as JWST 275) D
JOUR 240	Advertising in America
JWST 141	American Jewish Experience (also as HIST 106)
JWST 230	The Rabbinic Movement: History & Culture (also as HIST 281) D
JWST 234	History of the Jewish People I (also as HIST 282) D
JWST 235	History of the Jewish People II (also as HIST 283) D
JWST 275	The Jew and the City through the Centuries (also as HIST 286) D
KNES 293	History of Sport in America
PERS 251	Modern Iran D
WMST 210	Women in America to 1880 (also as HIST 210) D
WMST 211	Women in America since 1880 (also as HIST 211) D
WMST 212	Women in Western Europe, 1750 - Present (also as HIST 212) D

Social and Behavioral Science (CORE Code: SB)

(D) listed after a course indicates that this course also double counts as Human Cultural Diversity.

AASP 101	Public Policy and the Black Community
AAST 200	Introduction to Asian American Studies (also as AMST 298C) D
AMST 207	Contemporary American Cultures D
AMST 260	American Culture in the Information Age
AMST 298C	Introduction to Asian American Studies (also as AAST 200) D
ANTH 240	Introduction to Archaeology D
ANTH 260	Introduction to Sociocultural Anthropology and Linguistics D
ANTH 262	Culture and Environment D
AREC 240	Introduction to Economics and the Environment
AREC 250	Elements of Agricultural and Resource Economics
BIOE 150	Bioengineering: Applied Ethics and Public Policy
CCJS 100	Introduction to Criminal Justice
CCJS 105	Introduction to Criminology
CPSP 227	Science, Technology, and Society
ECON 200	Principles of Micro-Economics
ECON 201	Principles of Macro-Economics
EDCP 220	Introduction to Human Diversity in Social Institutions D
EDHD 230	Human Development and Societal Institutions D
GEOG 100	Introduction to Geography
GEOG 130	Developing Countries D
GEOG 202	Introduction to Human Geography
GVPT 100	Principles of Government and Politics
GVPT 170	American Government
GVPT 200	International Political Relations
GVPT 250	Introduction to International Negotiation D
HESP 120	Introduction to Linguistics
HLTH 230	Introduction to Health Behavior
JOUR 150	Introduction to Mass Communication
KNES 287	Sport and American Society D
LGBT 200	Introduction to Lesbian, Gay, Bisexual, and Transgender Studies D
LING 200	Introductory Linguistics
PSYC 100	Introduction to Psychology
PSYC 221	Social Psychology
SOCY 100	Introduction to Sociology
SOCY 105	Introduction to Contemporary Social Problems
SOCY 227	Introduction to the Study of Deviance
SOCY 241	Inequality in American Society D
URSP 100	Challenge of the Cities
WMST 200	Introduction to Women's Studies: Women and Society

CORE GENERAL EDUCATION COURSE LIST

Interdisciplinary and Emerging Issues (CORE Code: IE)

Important notes on the IE option:

- IE is an optional CORE Distributive Studies category; Students may fulfill CORE requirements without taking an IE course.
- All students under the CORE requirements have this option.
- **Only one IE course may be counted toward fulfilling CORE Distributive Studies requirements.** It may be counted in only one of three ways (as one HO or as one SB or as one MS). Please refer to the CORE Web site: ugst.umd.edu/core to review this option carefully.
- Whether a student takes an IE course or not, total CORE Distributive Studies course and credit requirements remain the same: at least 9 courses and 28 credits.

(D) listed after a course indicates that this course also double counts as Human Cultural Diversity.

BMGT 110	Introduction to Business and Management
CPSP 221	Cultures of the Americas D
ENEE 200	Social and Ethical Dimensions of Electrical and Computer Engineering Technology
ENES 210	Entrepreneurial Opportunity Analysis and Decision-making in 21st
HLTH 285	Controlling Stress and Tension
GEMS 104	Topics in Science, Technology and Society (STS)
JOUR 175	Media Literacy D
MATH 274	History of Mathematics
PHIL 261	Philosophy of the Environment
PHIL 280	Perspectives on the Mind: Philosophy and Cognitive Science
PLSC 171	Introduction to Urban Ecosystems (formerly NRSC 171)
PUAF 201	Leadership for the Common Good
WRLD 235	The Power of Water: Politics, Technology, and Development of the Mekong River

SECTION III – CORE HUMAN CULTURAL DIVERSITY

One course from the Human Cultural Diversity (D) list is required. This course may be completed at any time during your degree program. Diversity courses can be double counted if they also meet another CORE requirement.

CORE DIVERSITY COURSES (CORE CODE: D)

CORE Diversity Courses (CORE Code: D) Recommended for Freshmen and Sophomores

Courses noted "*" also meet CORE Distributive Studies requirements.

AASP 100	Introduction to African American Studies*
AASP 202	Black Culture in the United States*
AASP 233	Introduction to African American Literature (also as ENGL 234)*
AAST 200	Introduction to Asian American Studies (also as AMST 298C)*
AAST 201	Asian American History (also as HIST 219M)*
AAST 222	Immigration and Ethnicity in America (also as HIST 222)*
AAST 233	Introduction to Asian American Literature (also as ENGL 233)*
AAST 298M	South Asian American Communities: (De)Constructing South/Asian/American Communities (Also as HIST 219D)*
AMST 207	Contemporary American Culture*
AMST 212	Diversity in American Culture
AMST 298C	Introduction to Asian American Studies (also as AAST 200)*
ANTH 220	Introduction to Biological Anthropology*
ANTH 240	Introduction to Archaeology*
ANTH 260	Introduction to Sociocultural Anthropology and Linguistics*
ANTH 262	Culture and Environment*
ARCH 223	History of Non-Western Architecture*
ARTH 250	Art and Archaeology of Ancient America*
ARTH 275	Art and Archaeology of Africa*
ARTH 290	Art of Asia*
CHIN 213	Chinese Poetry into English: An Introduction*
CHIN 220	Beginning Chinese Calligraphy
CMLT 235	Introduction to Literatures of the African Diaspora (also as ENGL 235)*
CMLT 270	Global Literature and Social Change*
CMLT 275	World Literature by Women (also as WMST 275)*
CMLT 277	Literatures of the Americas*
CMLT 280	Film Art in a Global Society*
CMLT 291	International Perspectives on Lesbian and Gay Studies (also as LGBT 291)*
CPSP 221	Cultures of the Americas*
DANC 138	Introduction to Ethnic Dance (2 credits)
DANC 200	Introduction to Dance*
EDCP 220	Intro. to Human Diversity in Social Institutions*
EDHD 230	Human Development and Societal Institutions*
EDPL 201	Education in Contemporary American Society
ENGL 233	Introduction to Asian American Literature (also as AAST 233)*
ENGL 234	Introduction to African-American Literature (also as AASP 298L)*
ENGL 235	Introduction to Literatures of the African Diaspora (also as CMLT 235)*
ENGL 250	Introduction to Literature by Women (also as WMST 255)*
ENGL 265	Introduction to Lesbian, Gay, and Bisexual Literatures (also as LGBT 265)*
ENGL 277	Mythologies: An Introduction*
FREN 241	Women Writers of French Expression in Translation (also as WMST 241)*
FREN 242	Black Writers of French Expression in Translation*
GEOG 130	Developing Countries*
GERM 281	Women in German Literature and Society (also as WMST 281)*
GVPT 250	Introduction to International Negotiation*
HISP 200	The Everyday and the "American" Built Environment*
HIST 120	Islamic Civilization*
HIST 122	African Civilizations to 1800*
HIST 123	Sub-Saharan Africa Since 1800 (also as AASP)*
HIST 210	Women in America to 1880 (also as WMST 210)*

CORE GENERAL EDUCATION COURSE LIST

HIST 211	Women in America since 1880 (also as WMST 211)*
HIST 212	Women in Western Europe, 1750 - Present (also as WMST 212)*
HIST 213	History of Sexuality in America*
HIST 216	Introduction to the Study of World Religions*
HIST 219A	Women in Western Europe to 1750*
HIST 219D	South Asian American Communities: (De)Constructing South/Asian/American Communities (Also as AAST 298M)*
HIST 219M	Asian American History (also as AAST 201)*
HIST 222	Immigration and Ethnicity in the United States (also as AAST 222)*
HIST 233	Empire! : The British Imperial Empire 1558-1997*
HIST 237	Russian Civilization*
HIST 250	Latin-American History I*
HIST 251	Latin-American History II*
HIST 255	African-American History, 1865 - Present*
HIST 281	The Rabbinic Movement: History and Culture (also as JWST 230)*
HIST 282	History of the Jewish People I (also as JWST 234)*
HIST 283	History of the Jewish People II (also as JWST 235)*
HIST 284	East Asian Civilization I*
HIST 285	East Asian Civilization II*
HIST 286	The Jew and the City through the Centuries (also as JWST 275)*
HLHP 287	Adult Health and Education Program
JAPN 217	Japanese Literature in the Age of the Samurai*
JOUR 175	Media Literacy*
JWST 230	The Rabbinic Movement: History and Culture (also as JWST 230)*
JWST 234	History of the Jewish People I (also as HIST 282)*
JWST 235	History of the Jewish People II (also as HIST 283)*
JWST 270	Fantasy & the Supernatural in Jewish Literature *
JWST 275	The Jew and the City through the Centuries (also as HIST 286)*
KNES 240	Exploring Cultural Diversity Through Movement
KNES 287	Sport and American Society*
LASC 234	Issues in Latin American Studies I (also as PORT 234 and SPAN 234)*
LASC 235	Issues in Latin American Studies II (also as PORT 235 and SPAN 235)*
LGBT 200	Introduction to Lesbian, Gay, Bisexual, and Transgender Studies*
LGBT 265	Introduction to Lesbian, Gay, and Bisexual Literatures (also as ENGL 265)*
LGBT 291	International Perspectives on Lesbian and Gay Studies (also as CMLT 291)*
LING 210	Structure of American Sign Language*
MUET 200	World Popular Musics and Identity*
MUET 210	The Impact of Music on Life*
MUET 220	Selected Musical Cultures of the World*
PERS 251	Modern Iran*
PORT 224	Brazilian Culture (in English)*
PORT 225	The Cultures of Portuguese-Speaking Africa
PORT 228A	Latin American Literature and Society: An Interdisciplinary Approach to Environmental Issues of the Amazon Ecosystem (also as SPAN 228A)*
PORT 231	Introduction to the Literatures of the Portuguese Language*
PORT 234	Issues in Latin American Studies I (also as LASC 234 and SPAN 234)*
PORT 235	Issues in Latin American Studies II (also as LASC 235 and SPAN 235)*
RUSS 282	Contemporary Russian Culture*
RUSS 298M	Building a New Reality: Russian Cinema at the End of the 20th Century*
SOCY 241	Inequality in American Society*
SPAN 222	Cultural Difference in Contemporary Latin American Culture*
SPAN 223	US Latino Culture*
SPAN 224	Violence and Resistance in the Americas*
SPAN 225	Cultures of the Contact Zones - Seville, Al-Andalus and the Atlantic World*
SPAN 228A	Latin American Literature and Society: An Interdisciplinary Approach to Environmental Issues of the Amazon Ecosystem (also as PORT 228A)*
SPAN 234	Issues in Latin American Studies I (also as LASC 234 and PORT 234)*
SPAN 235	Issues in Latin American Studies II (also as LASC 235 and PORT 235)*
THET 195	Gender and Performance*
THET 240	African Americans in Film and Theater*
THET 293	Black Theatre and Performance I*
THET 294	Black Theatre and Performance II*
WMST 200	Intro. to Women's Studies: Women and Society*
WMST 210	Women in America to 1880 (also as HIST 210)*
WMST 211	Women in America since 1880 (also as HIST 211)*
WMST 212	Women in Western Europe, 1750 - Present (also as HIST 212)*
WMST 241	Women Writers of French Expression in Translation (also as FREN 241)*
WMST 250	Introduction to Women's Studies: Women, Art, and Culture*
WMST 255	Intro. to Literature by Women (also as ENGL 250)*
WMST 265	Constructions of Manhood and Womanhood in the Black Community*
WMST 275	World Literature by Women (also as CMLT 275)*
WMST 281	Women in German Literature and Society (also as GERM 281)*

CORE GENERAL EDUCATION COURSE LIST

CORE DIVERSITY COURSES (CORE CODE: D)

Recommended for Juniors and Seniors

AASP 312	Social & Cultural Effects of Colonization and Racism
AASP 441	Science, Technology, and the Black Community
AASP 443	Blacks and the Law
AAST 398P	Asian Americans in Washington, D.C.
AAST 498A	Special Problems in Counseling and Personnel Services: Education and Counseling Issues for Asian Americans (also as EDCP 498A)
AGNR 401	Agricultural Support Systems in Developing Countries
AMST 418S	Racism and Whiteness in the U.S.
ANTH 362	Diversity in Complex Societies
AREC 365	World Hunger, Population, and Food Supplies
AREC 445	Agricultural Development, Population Growth and the Environment
ARTH 375	Ancient Art and Archeology of Africa
ARTH 376	Living Art of Africa
ARTH 384	Art of Japan
ARTH 385	Art of China
ARTH 485	Chinese Painting
ARTH 486	Japanese Painting
ARTT 463	Principles and Theory: African-American Art
ARTT 464	Theory of Contemporary Global Art Making
CCJS 370	Race, Crime and Criminal Justice
CCJS 498A	Special Topics in Criminology and Criminal Justice: Women and Crime
CHIN 315	Modern Chinese Literature in Translation
CHIN 316	Traditional Chinese Values
CLAS 309D	Diversity and Classics
CLAS 320	Women in Classical Antiquity (also as WMST 320)
CLAS 330	Ancient Greek Religion: Gods, Myths, Temples
CLAS 331	Roman Religion: From Jupiter to Jesus
COMM 324	Communication and Gender
COMM 360	The Rhetoric of Black America
COMM 469A	Rhetoric of the Civil Rights Movement
COMM 469B	Rhetoric of the Abolitionist and Suffrage Movement
COMM 482	Intercultural Communication
EALL 300	The Languages of East Asia
EALL 310	Asian Culture and the Sinosphere
ECON 375	Economics of Poverty and Discrimination
EDCP 312	Multi-Ethnic Peer Counseling
EDCP 420	Advanced Topics in Human Diversity and Advocacy
EDCP 462	Disability in American Society
EDCP 498A	Special Problems in Counseling and Personnel Services: Education and Counseling Issues for Asian Americans (also as AAST 498A)
EDHD 498B	International & Multicultural Perspectives in Education
ENGL 339_	Native American Literature (Topics will vary)
ENGL 348_	Literary Works by Women (Topics will vary; also as WMST 348)
ENGL 349_	Asian-American Literatures (Topics will vary)
ENGL 360	African, Indian, and Caribbean Writers
ENGL 362	Caribbean Literature in English
ENGL 368_	Special Topics in the Literature of Africa and the African Diaspora (Topics will vary)
ENST 440	Crops, Soils, and Civilization (formerly NRSC 440)
FMSC 381	Poverty, Affluence, and Families
FMSC 430	Gender Issues in Families (also as WMST 430)
FMSC 498C	Cultural Competence in Human Services: A Mexican Immersion Experience
FREN 488A	Imaginary & Memory in the Reality of Francophone African Film from 1960 to the Present
FREN 499B	Literature of Francophone
GERM 349M	Germanic Literatures in Translation: Masterworks of Yiddish Literature
GEOG 313	Latin America
GEOG 326	Africa
GVPT 447	Islamic Political Philosophy
HIST 314A	Crisis & Change in the Middle East & Africa: Nationalism & Nation-Building in the Middle East
HIST 461	Blacks in American Life: 1865 to Present
HIST 473	History of the Caribbean
HIST 474	History of Mexico and Central America I
HIST 475	History of Mexico and Central America II
HIST 491	History of the Ottoman Empire
HIST 493	Victorian Women in England, France and the United States (also as WMST 493)
HIST 494	Women in Africa (formerly HIST 458B)
HIST 496	Africa Since Independence
HLTH 471	Women's Health (also as WMST 471)
JAPN 418A	The Atomic Bomb in Literature and Memory: Japan and the United States
JOUR 452	Women in the Media (also as WMST 452)
JOUR 453	News Coverage of Racial Issues
KNES 492	History of the Sportswoman in American Organizations
LGBT 327	LGBT Film and Video
LGBT 407	Gay and Lesbian Philosophy (also as PHIL 407)
LGBT 448_	Special Topics in Lesbian, Gay, Bisexual and Transgender Studies (Topics will vary)
LING 460	Diversity and Unity in Human Languages
MUET 432	Music in World Culture I
MUET 433	Music in World Culture II
PERS 353	Iranian Life in Literature and Film
PERS 371	Introduction to Persian Literature in Translation
PERS 441	Islam in Iran
PHIL 407	Gay and Lesbian Philosophy (also as LGBT 407)
PLSC 303	International Crop Production
PORT 322	Survey of African Literatures of Portuguese Expression (in Portuguese)
PORT 378_	Brazilian Cinema (in translation)
PSYC 336	Psychology of Women (also as WMST 336)
PSYC 354	Cross-Cultural Psychology
SLLC 305	Language, Identity, and Diversity in the U.S.
SOCY 325	Sociology of Gender (also as WMST 325)
SOCY 462	Women in the Military
THET 497	Non-Traditional Theatre
URSP 372	Diversity and the City

CORE GENERAL EDUCATION COURSE LIST

WMST 320	Women in Classical Antiquity (also as CLAS 320)
WMST 325	Sociology of Gender (also as SOCY 325)
WMST 336	Psychology of Women (also as PSYC 336)
WMST 348_	Literary Works by Women (Topics will vary; also as ENGL 348_)
WMST 430	Gender Issues in Families (also as FMST 430)
WMST 452	Women in the Media (also as JOUR 452)
WMST 453	Victorian Women in England, France and the United States
WMST 471	Women's Health (also as HLTH 471)

SECTION IV – CORE ADVANCED STUDIES

(2 courses required)

Advanced Studies courses must be outside your major and taken after you have earned at least 60 credits. A great many 300-400 level courses may be used to fulfill Advanced Studies requirements. You have lots of choices and only a few restrictions. There is no "list" of Advanced Studies courses.

The following do not meet Advanced Studies requirements:

- Professional Writing courses that meet the CORE Fundamental Studies requirement
- Courses which are used to meet CORE Distributive Studies requirements
- Internships, practica, or other experiential-learning types of courses
- Any course taken on a Pass/Fail basis

Additional options for meeting Advanced Studies requirements:

- You may substitute a CORE-approved Capstone course (see list below) or a senior or honors thesis for one of the two required courses (3 credits). Enrollment in CORE Capstone courses will be subject to departmental guidelines.
- If you complete a double major or double degree, then you will have fulfilled the campus Advanced Studies requirement, unless your primary major or college has additional requirements.
- You may use one independent studies course (minimum of three credits), outside your major, toward Advanced Studies requirements as long as it is consistent with the rules given above, and the faculty member supervising the independent study agrees that it is appropriate for Advanced Studies usage.
- Most upper-level CORE Diversity courses (outside your major) may also be used to fulfill Advanced Studies requirements

CORE Capstone Courses (CORE Code: CS)

(Majors only. Enrollment in CORE Capstone courses will be subject to departmental guidelines.)

The CORE Capstone is an option **only** if your major has a CORE Capstone course.

AMSC 420	Mathematical Modeling (also as MATH420)
AMST 450	Seminar in American Studies
ANSC 420	Animal Production Systems
BCHM 465	Biochemistry III
BMGT 457	Marketing Policies and Strategies
BMGT 495	Business Policies
BSCI 417	Microbial Pathogenesis
BSCI 426	Membrane Biophysics
BSCI 464	Microbial Ecology
CHEM 399	Introduction to Chemical Research (MUST BE TAKEN FOR AT LEAST 3 CREDITS)
CHEM 491	Advanced Organic Chemistry Laboratory
CHEM 492	Advanced Inorganic Chemistry Laboratory
CMSC 412	Operating Systems
CMSC 424	Database Design
CMSC 435	Software Engineering
DANC 485	Seminar in Dance
EDSP 490	Capstone Seminar in Special Education
ENAE 482	Aeronautical Systems Design
ENAE 484	Space Systems Design
ENBE 486	Capstone Design II (Both ENBE 485 and ENBE 486 must be completed for CORE credit.)
ENCE 466	Design of Civil Engineering Systems
ENCH 446	Process Engineering Economics and Design II
ENME 472	Integrated Product and Process Development II
ENSP 400	Capstone in Environmental Science and Policy
ENST 470	Natural Resources Management
GEOL 394	Research Problems in Geology
HIST 309_	Proseminar in Historical Writing (Topics will vary)
HIST 396	Honors Colloquium II
HIST 408_	Senior Seminar (Topics will vary)
KNES 497	Independent Studies Seminar
LARC 471	Capstone Studio: Community Design
MATH 420	Mathematical Modeling (also as AMSC 420)
NFSC 422	Food Product Research and Development
NFSC 491	Issues and Problems in Dietetics
PHIL 426	Twentieth Century Analytic Philosophy
PHYS 428	Physics Capstone Research

Check CORE Online

Up to date CORE information at: www.ugst.umd.edu/core

A GREAT RESOURCE.

ADVANCED PLACEMENT (AP) CREDIT

The University of Maryland encourages applicants to seek AP credit so that academically successful students may move forward in their programs at an appropriate pace. However, credit is not granted for all exams offered by the College Board. Credits are accepted and courses are exempted, based on departmental approval, according to the chart below. Students should arrange to have their scores sent directly to the University of Maryland from the Educational Testing Service; the code is 5814. Students should also inform their advisors that they anticipate receiving AP credit because this information may affect their placement in subject-matter courses.

If a student has already received AP credit at another institution, this credit will be reevaluated. The score received must be equivalent to the minimum score the University of Maryland accepted at the time the test was taken; otherwise, the credit will not be eligible for transfer. AP credits that are accepted are recorded as transfer credit on University of Maryland records and figure in the total number of credits earned toward graduation. Students may not receive AP credit for an equivalent course taken at the University of Maryland or elsewhere. If students earn credit in a course equivalent to an AP exam for which they also earned credit, the AP credit will be deleted from their records. Students should check with their advisors for detailed information on the assignment of AP credit.

Please note that the chart represents a general outline of AP credit. In all cases, credit is available only for grades of 3 or higher, subject to ongoing departmental reevaluation. All departments reserve the right to reevaluate the content of exams and to change the assignment of credit and course equivalencies.

Certain departments, particularly Mathematics and Physics, have separate criteria for placement in courses and the assignment of credit. Students should check with those departments for additional information.

For International Baccalaureate Exams (IB) and Credit Table see the Undergraduate Catalog, "Admission Requirements and Application Procedures" at www.umd.edu/catalog.

2008 - 2009 University of Maryland Advanced Placement (AP) Exams and Credit Table

AP EXAM TITLE	SCORE	RELATED COURSE	CREDIT	MAJOR	CORE	NOTE
Art History	3,4,5	ARTH 100	3	No	Yes	ARTH 100 fills CORE-Arts requirement. Contact department for placement, 405-1479
Art						Students interested in establishing credit for specific courses must submit portfolio for evaluation; call 405-1442
Drawing	4,5	ARTT 110	3	Yes	No	
General	4,5	LL Elective	3	No	No	
Biology	4	BSCI 105 **and** LL Elective	8	Yes	Yes	BSCI fills a major requirement in all Life Sciences; it also fills CORE-Lab (Life) Science requirements. Contact the College of Life Sciences for placement, 405-2080.
	5	BSCI 105 **and** BSCI 106	8	Yes	Yes	
Chemistry	4	CHEM 131/132	4	Yes	Yes	CHEM fills a major requirement in all Life Sciences; . it also fills CORE-Lab (Physical) Science requirement Contact department for placement, 405-1791.
	5	CHEM 131/132 **and** CHEM 271	6	Yes N/A	Yes N/A	
Computer Science						Credit will be given for either the A or the AB exam, not both. Credit may be earned for both the C++ and JAVA exams. Students receiving an acceptable score on the JAVA exam (5 on A, 4 or 5 on AB) are exempt from CMSC131. Contact department for placement, 405-2672.
JAVA (2004+) A	5	LL Elective	4	No	No	
JAVA (2004+) AB	4,5	LL Elective	4	No	No	
C++ (pre-2004) A	4,5	LL Elective	4	No	No	
C++ (pre-2004)AB	4	LL Elective	4	No	No	
	5	LL Elective	6	No	No	
Economics						Economics majors must score 4 or 5 to receive credit toward the major. Either ECON fills one of two CORE-Social/Behavioral Science requirements. Contact department for placement, 405-3513.
Macroeconomics	4,5	ECON 201	3	Yes	Yes	
Microeconomics	3	ECON 105	3	No	Yes	
	4,5	ECON 200	3	Yes	Yes	
English						Students with score of 4 or 5 on Lang and Comp exam satisfy CORE-Fundamental Studies Freshman Writing requirement (*ENGL 101). Students with credit for the **Language** exam may not receive credit for ENGL 291 or its equivalent. ENGL 240 fills CORE-Literature requirement. Contact department for placement, 405-3825.
Literature & Comp	3	LL Elective	3	No	No	
	4,5	LL Elective **and** ENGL 240	6	No Yes	No Yes	
Language & Comp	3	LL Elective	3	No	No	
	4,5	ENGL 101	3	No	*	

ADVANCED PLACEMENT (AP) CREDIT

AP EXAM TITLE	SCORE	RELATED COURSE	CREDIT	MAJOR	CORE	NOTE
Env. Science	4,5	LL Elective	3	No	Yes	ENSP101 fills CORE-Physical Science requirement.
French						**Language:** Students with score of 4 who wish to continue should enroll in FREN 204; with score of 5 must enroll in FREN 250 or higher. **Literature:** Students with score of 4 should enroll in FREN 250; with score of 5 may enroll in 300-level courses. FREN 203, 204 or 211 fills CORE-Humanities requirement; FREN 250 fills CORE-Literature requirement. Contact department for placement, 405-4034.
Language	4	FREN 203	4	No	Yes	
	5	FREN 204 **and** FREN 211	6	Yes No	Yes Yes	
Literature	4	FREN 204	3	Yes	Yes	
	5	FREN 204 **and** FREN 250	6	Yes Yes	Yes Yes	
Geography						
Human	4,5	GEOG 202	3	Yes	Yes	GEOG 202 fills one of two CORE Social/Behavioral Science requirements. Contact department for placement 405-4073.
German	4	GERM 203	4	No	Yes	Students with score of 4 who wish to continue must enroll in GERM 204; with score of 5 must enroll in GERM 301. Contact department for placement, 405-4091.
	5	GERM 203 **and** GERM 204	7	No Yes	Yes Yes	
Gov't & Politics						
United States	3,4,5	GVPT 170	3	Yes	Yes	GVPT 170 fills one of two CORE-Social/Behavioral Science requirements. Contact department for placement, 405-4124.
Comparative	3,4,5	GVPT 280	3	Yes	No	
History						**U.S. History:** A score of 4 will be awarded three credits as chosen by the student (HIST 156 **or** HIST 157). A score of 5 will be awarded six credits (HIST 156 **and** 157). Either fills CORE-History requirement.
United States	4	HIST 156 **or** HIST 157	3	Yes Yes	Yes Yes	
	5	HIST 156 **and** HIST 157	6	Yes Yes	Yes Yes	
European	4	HIST 112 **or** HIST 113	3	Yes Yes	Yes Yes	**European History:** A score of 4 will be awarded 3 credits as chosen by the student (HIST 112 **or** HIST 113). A score of 5 will be awarded 6 credits (HIST 112 **and** HIST 113). HIST 112 fills CORE-Humanities requirement; HIST 113 fills CORE-History requirement.
	5	HIST 112 **and** HIST 113	6	Yes Yes	Yes Yes	
World	4,5	HIST 219	3	Yes	Yes	**World History:** fills CORE-History requirement; see department for placement, 405-4272.
Italian	4,5					Under review; contact department for placement. 405-4031.
Latin						Students with score of 4 or 5 in any AP Latin test may not take LATN201 or lower for credit. Students with score of 4 or 5 in more than one AP Latin test may receive additional credit. Contact department for placement and credit adjustment, 405-2013.
Vergil	4,5	LATN 201	4	Yes	Yes	
Catullus & Cicero	4,5	LATN 201	4	Yes	Yes	
Catullus & Horace	4,5	LATN 201	4	Yes	Yes	
Catullus & Ovid	4,5	LATN 201	4	Yes	Yes	
Mathematics						
Calculus AB	4,5	MATH 140*	4	Yes	Yes	*MATH 141 may be completed through credit-by-exam.
Calculus BC	4,5	MATH 140 **and** MATH 141	8	Yes Yes	Yes Yes	MATH 140 fills both CORE-Fundamental Studies Math requirement and CORE-Math & Formal Reasoning non-lab requirement. Students who receive credit for MATH 140 or 140 & 141 may not receive credit for MATH 220 or 220 & 221. Contact department for placement, 405-5053.
Calculus BC with AB Subscore	4,5	MATH 140	4	Yes	Yes	The Calculus BC w/ AP subscore is treated as if the BC exam was the AB exam. Students may not receive AB subscore credit if credit was awarded for the BC exam.

ADVANCED PLACEMENT (AP) CREDIT

AP EXAM TITLE	SCORE	RELATED COURSE	CREDIT	MAJOR	CORE	NOTE
Music						
Listening/Literature	3,4,5	MUSC 130	3	No	Yes	MUSC 130 or 140 fills CORE-Arts History/Theory requirement. Majors should contact department for placement, 405-5563.
Theory	4	MUSC 140	3	No	Yes	
	5	MUSC 150	3	No	No	
Physics						
Physics B	4,5	PHYS 121 **and** PHYS 122	8	No No	Yes Yes	PHYS 121 and 122 fulfill CORE-Lab (Physical) Science requirement. **Physics C** exams fulfill major requirements in Life Sciences, Engineering, or Physics; they also fulfill the CORE-Lab (Physical) Science requirement. A score of 4 or 5 on the Physics C exams will be awarded four credits as chosen by the student and his/her advisor. Students must have credit for AP Calculus BC to take the next course in sequence. Contact department for placement, 405-5979.
Physics C						
Mechanics	4,5	PHYS 141 **or** PHYS 161 **or** PHYS 161 **or** PHYS 171	4	No Yes Yes Yes	Yes Yes Yes Yes	
Elec./Magnet.	4	PHYS 142 **or** PHYS 260/1	4	No Yes	Yes Yes	
	5	PHYZS 142 **or** PHYS 260/1 **or** PHYS 272	4	No Yes Yes	Yes Yes Yes	
Psychology	4,5	PYSC 100	3	Yes	Yes	The AP exam counts towards the 35 required major credits. If a student enters with AP credit, s/he must complete PSYC221 with a grade of B or better. PSYC 100 fills one of two CORE - Social / Behavioral Science requirements. Contact department for placement, 405-5866.
Spanish						
Language	4	SPAN 203	4	No	Yes	**Language:** Students with score of 4 who wish to continue must enroll in SPAN 204, 211 or 207; with score of 5 must enroll in 300-level courses. **Literature:** Students with score of 4 or 5 must enroll in 300-level courses. CORE: SPAN 203 or 204 fills **CORE**-Humanities requirement; SPAN 221 fills CORE-Literature requirement. Contact department for placement, 405-6452.
	5	SPAN 204 **and** SPAN 207	6	No Yes	Yes No	
Literature	4	SPAN 221	3	Yes	Yes	
	5	SPAN 207 **and** SPAN 221	6	Yes Yes	No Yes	
Statistics	4,5	STAT 100	3	*	Yes	STAT 100 fills CORE Fundamental Math requirement and CORE Math & Formal Reasoning non lab requirement. * STAT 100 fills program requirements in certain majors. Consult advisor.

Please Note: LL refers to courses at the lower (100 and 200) level. Students may not receive credit for AP courses and equivalent UMCP courses or transfer courses (including IB or CLEP). Credit will be deleted in such cases. Decisions about applicability of courses to CORE are updated on an ongoing basis. Consult Schedule of Classes for most recent information. Native speakers may not earn AP credit for French, German or Spanish language exams.

ADVISING

ADVISING (UNDERGRADUATE STUDENTS) Academic advising is an essential part of an undergraduate's educational experience at the University of Maryland. It is available to all students at College Park, but it is the responsibility of the student to make arrangements for advising with the appropriate person. Students are encouraged to use the many advisement opportunities available.

Note: Advising is strongly recommended for all students, and is mandatory for the following groups: Newly admitted first-year and transfer students, concurrent enrollment students, students on academic probation, students nearing senior status, students not meeting fundamental studies requirements, student athletes, individual admit students, students in the Academic Achievement Program and students in certain majors and colleges.

Undergraduate advisors, their room numbers and telephone extensions and, in some cases, email addresses, are listed below. Students who have general questions about campus programs and advising policies may visit or call the Division of Letters & Sciences, Room 1117, Hornbake Library, 314-8418.

COLLEGE OF AGRICULTURE & NATURAL RESOURCES

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Dietetics		
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(L-Z) Lo, M. ymlo@umd.edu	MMH-3102	405-4509
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Myers, D. (dnmyers@umd.edu)	PLS-2144	405-4350
Duempelmann, S. (sduempel@umd.edu)	PLS-2144	405-5491
Glannetto, R. (rfg@umd.edu)	PLS-240	405-4341

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Urban Forestry

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SCHOOL OF ARCHITECTURE, PLANNING & PRESERVATION

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Architecture		**www.arch.umd.edu**
Garth C. Rockcastle, Dean	ARCH Bldg.	405-5755

COLLEGE OF ARTS AND HUMANITIES

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Advising Email: arhu-admit@umd.edu

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Dr. Elizabeth Loizeaux, Assoc. Dean for Academic Affairs	FSK-1102	405-2088
Ms. Audran Downing, Asst. Dean for Student Affairs	FSK-1120	405-2108

Office of Student Affairs: College Advisors

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Dr. Paula Nadler, Senior Advisor	FSK-1120	405-2108
Mr. Robert Crane, Senior Advisor	FSK-1120	405-2108
Ms. Megan Forbes, Senior Advisor	FSK-1120	405-2108
Ms. Valary Rawlings, Senior Advisor	FSK-1120	405-2108
Ms. Molly Morin, Academic Advisor	FSK-1120	405-2108

Department Advisors

AMERICAN STUDIES	Struna, N..	HZF-1106	405-1354
ART HISTORY	Kuo, J.	ASY-1211B	405-1479
ART STUDIO	McCarty, J.	ASY-1211E	405-7790
CENTRAL EUPOPEAN, RUSSIAN & EURASIAN STUDIES	David-Fox, M.	FSK-2115	405-4265
CHINESE	Liu, J.	JMZ-4124	405-4239
CLASSICS	Rutledge, S.	MMH-2407	405-2013
COMMUNICATION	Waks, L.	SKN-2101D	405-0862
DANCE	Warren, A.	PAC-1920	405-3180
ENGLISH	Cohen, W.	SQH-2115	405-3825
FRENCH	Campangne, H.	JMZ-3106	405-4024
GERMAN	Strauch, G.	JMZ-3206	405-4091
HISTORY	Barkley-Brown, E.	FSK-2131C	405-0072
ITALIAN/ROMANCE LANG	Falvo, G.	JMZ-3106	405-4024
JAPANESE	Yotsukura, L.	JMZ-2106	405-4239
JEWISH STUDIES	Lapin, H.	HZP-0142	405-4975
LINGUISTICS	Antonisse, P.	MMH-1401	405-7002
MUSIC	Hewitt, M.	PAC-2112	405-5574
PHILOSOPHY	Manekin, C.	SKN-1121A	405-9860
RUSSIAN	Papazian, E.	JMZ-4123	405-4239
SPANISH	Lavine, R.	JMZ-2211	405-6452
THEATRE	Kachman, M.	PAC-2808	405-6694
WOMEN'S STUDIES	Rowley, M.	WDS-2101	405-6877

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Dr. Katherine Beardsley, Assistant Dean	TYD-2141	405-1692

BSOS Advising Center: for appointments, special requests & Dean's stamp

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Anderson-Howell, R., Assistant Director	TYD-2148	405-1697
Bethke, K., Assistant Director	TYD-2148	405-1697

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Walker, P.	TYD-2148	405-1697
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Huhtanen, R.	TYD-2148	405-1697
Park Moulton, L.	TYD-2148	405-1697
Garvey, J.	TYD-2148	405-1697

Undergraduate Programs

AFRICAN-AMERICAN STUDIES		**www.bsos.umd.edu/aasp/**
Skeeter, V., Director	LEF-2169	405-1170
ANTHROPOLOGY		**www.bsos.umd.edu/anth/**
Shackel, P., Director	WDS-1119	405-1422
Hanson, E., Advisor	WDS-1117	405-1410

ADVISING

CRIMINOLOGY, CRIMINAL JUSTICE	**www.ccjs.umd.edu/**	
Brooks, L., Director	LEF-2133	405-4725
Jackson, N., Advisor	LEF-2201	405-4729
Perea, C., Advisor	LEF-2201	
ECONOMICS	**www.bsos.umd.edu/econ/**	
Clement, C., Director	TYD-4115D	405-3257
Edinger. S., Advisor	TYD-3127B	405-7845
Makhlouf, N., Advisor	TYD-3127C	405-3513
ENVIRONMENTAL SCIENCE & POLICY	**www.ensp.umd.edu/**	
James, B.	SYM-0220	405-8571
Whittemore, W.	SYM-0220	405-8571
GLOBAL ENVIRONMENTAL CHANGE		
Defries, R.	LEF-1127	405-4884
LAND USE		
Geores, M.	LEF-2181	405-4064
POLITICS & POLICY		
Conca, K.	TYD-3114J	405-4125
Berland, A.	TYD-3114D	405-8571
SOCIETY & ENVIRONMENTAL ISSUES		
Finsterbusch, K.	ASY-3101	405-6397
GEOGRAPHY, GEOGRAPHIC INFORMATION SYSTEMS	**www.geog.umd.edu/**	
Cirrincione, J., Director	LEF-2181	405-4073
Luna, R., Advisor	LEF-2108	405-4073
GOVERNMENT & POLITICS	**www.bsos.umd.edu/gvpt/**	
McIntosh, W., Director	TYD-3140	405-4156
Pimpawathin, A., Advisor	TYD-1155	405-4124
Commodore, F., Advisor	TYD-1147	405-4142
HEARING & SPEECH SCIENCE	**www.bsos.umd.edu/hesp/**	
Hufziger, D., Advisor	LEF-0110	405-4213
Skinker, K., Director	LEF-0141C	405-4237
PSYCHOLOGY	**www.psychology.umd.edu/**	
Marinelli, M., Director	BPS-1107	405-5866
Kader, L., Advisor	BPS-1107	405-5866
Jackson, J., Advisor	BPS-1107	405-5866
SOCIOLOGY	**www.bsos.umd.edu/socy/**	
Moghadam, L., Director	ASY-2108	405-6389
DeLoatch, N., Advisor	ASY-2108	405-6389

THE ROBERT H. SMITH SCHOOL OF BUSINESS

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Dr. Susan Taylor, Senior Associate Dean		
Dr. Debra Shapiro, Director, Ph.D. Program		
Mr. Mike Marcellino, Asst. Dean, Master's Prog.	VMH-2308	405-2278
Undergraduate Programs	VMH-1570	405-2286
Dr. Patricia Cleveland, Assoc. Dean and Director		
Mr. Brian Horick, Director	VMH-1570	405-2286
Mr. David Wilmes, Director	VMH-1570	405-2286
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Ms. April Hamilton, Advisor	VMH-1570	405-2286
Ms. Gabriele Salinas, Advisor	VMH-1570	405-2286
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Mr. Evan Riddle, Advisor	VMH-1570	405-2286
Ms. Ebony Fullwood, Advisor	VMH-1570	405-2286
Ms. Jessica Hegr, Advisor	VMH-1570	405-2286
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Dr. Lisa Bradley, Asst. Dean, Student Services	SYM-1302A	405-2080
Dr. Joelle Presson, Asst. Dean	SYM-1322	405-6892

Student Services (Biological Sciences)

Advising for new, transfer, and first year Biological Sciences (BSCI) majors.

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Woycheck, S.	SYM-1302E	405-2079

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Dinman, J.	MCB-2135	405-0918
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Fredericksen, B.	BRB-3126	405-1251
Gao, L	MCB-3109	405-7562
Hutcheson, S.	MCB-3117	405-5498
Kwak, J.	BRB-0122	405-9726
Lee, V.	BRB-3121	405-9397
Liu, Z.	HJP-3236A	405-1586
McIver, K.	BRB-3124	405-4136
Moctezuma, E.	HJP-3105	405-1638
Mosser, D.	BRB-3102	314-2594
Mount, S.	HJP-3223	405-6934
Quimby, B.	MCB-1126B	405-2318
Shields, P.	MCB-2116	405-2595
Simon, A.	MCB-2104	405-8975
Smith, A.	MCB-1133B	405-5443
Song, W.	MCB-2107	405-7552
Stein, D.	MCB-1133	405-5448
Stewart, R.	MCB-3122	405-5475
Sze, H.	HJP-3232	405-1645
Yuan, R.	MCB-1119	405-5436

ADVISING

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Advising for Environmental Sciences and Policy – Plant Protection

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Lamp, W.	PLS-4120	405-3959
Ma, M.	PLS-3116	405-3941
Nelson, J.	PLS-3110	405-3919

COLLEGE OF COMPUTER, MATHEMATICAL AND PHYSICAL SCIENCES

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Office of Undergraduate Education

Dr. James Purtilo, Associate Dean	AVW-3400	405-2677
Alexander, Amy, Director	AVW-3400	405-2677

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COLLEGE OF EDUCATION

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Dr. Kathy Angeletti, Assistant Dean for Student Services	EDU-1203	405-2364

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Cornell-DeMoss, J.	EDU-1204	405-2364

Graduate Student Services

Dowdell, P.	EDU-1204	405-2364

Education Leadership, Higher Education and International Education
www.education.umd.edu/EDHI/

Interim Dept. Chair	Weible, T.	EDU-2115	405-3589
General Information		EDU-2115	405-3590

Education Policy Studies **www.education.umd.edu/EDPS/**

Interim Dept. Chair	Hultgren, F.	EDU-2203	
General Information		EDU-2110	405-3603

Couseling and Personnel Services
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Dr. Dennis Kivlighan, Jr., Chair		EDU-3214C	405-2863
School Psychology	Strein, W.	EDU-3228	405-2869
School Counseling	Lee, C.	EDU-3209	405-8094
College Student Personnel	Jones, S.	EDU-3208	405-8384
Counselor Education	Lee, C.	EDU-3209	405-8904
Rehabilitation Counseling	Fabian, E.	EDU-3214	405-2872

Curriculum & Instruction **ww.education.umd.edu/EDCI/**

DEPARTMENT CHAIR,	Valli, L.	EDU-2311B	
UNDERGRADUATE ADVISING,	Bancroft, J.	EDU-1207	405-3120
	Smith, D.	EDU-1207	405-3120
ART EDUCATION	Hendricks, S.	EDU-2219	
ENGLISH EDUCATION	Koziol, S.	EDU-3119	
	McCaleb, J.	EDU-2304J	
	Slater, W.	EDU-2304G	
FOREIGN LANGUAGE ED./TESOL			
	Beltran, M.	TBA	
	Blejer, P.	EDU-2304K	
	Gallagher, C.	EDU-2304K	
	Kushner, M.	EDU-2304D	
	Oxford, R.	EDU-2304E	
	Peercy, M	EDU-2231	
LANGUAGE ARTS ED	O'Flahavan, J.	EDU-2304F	
MASTERS CERTIFICATION PROGRAM			
	Snell, J.	EDU-2304B	
	Travers, K.	EDU-2304B	
MATHEMATICS EDUCATION	Bote, L.	EDU-2226Q	
	Campbell, P.	EDU-2226G	
	Chazan, D.	EDU-2226C	
	Clark, L.	EDU-2226F	
	Edwards, A.	EDU-2304H	
	Fey, J.	EDU-2226B	
	Graeber, A.	EDU-2304N	
	Johnson, M.	EDU-3119	
	Scarano, G.	EDU-2304H	
MINORITY URBAN EDUCATION	Brown, T.	EDU-2311G	
	Johnson, M.	EDU-3119	
	Wiseman, D.	EDU-3119G	
READING EDUCATION	Afflerbach, P.	EDU-2304C	
	Chambliss, M.	EDU-2311E	
	Codling, R.M.	EDU-2311J	
	Dreher, J.	EDU-2311F	
	Marshall, E.	EDU-2304L	
	Saracho. O.	EDU-2304H	
	Turner, J.	EDU-2233	
	Wiseman, D.	EDU-3119G	
SCIENCE EDUCATION	Coffey, J.	EDU-2226M	
	Hammer, D.	EDU-2226K	
	Holliday, W.	EDU-2226L	
	McGinnis, R.	EDU-2226M	
	Stieff, M.	EDU-2226N	
SOCIAL STUDIES EDUCATION	Eaker, L.	EDU-2304P	
	Monte-Sano, C.	EDU-2227A	
	VanSledright, B.	EDU-2223	
	Weible, T.	EDU-2115	
TEACHER EDUCATION/PROFESSIONAL DEVELOPMENT			
	Buese, D.	TBA	
	Imig, D	EDU-2304L	
	Sullivan, D.	EDU-2226H	
	Valli, L.	EDU-2311B	

ADVISING

HUMAN DEVELOPMENT & INSTITUTE FOR CHILD STUDY
www.education.umd.edu/EDHD/

Early Childhood Education			
Department Chair	Wigfield, A.	EDU-3304	405-2827
Undergrad. Advising	Mackintosh, B.	EDU-1117J	405-5612
EDHD Minor Advising	Hurley, M.	EDU-3304P	405-7233
Measurement, Statistics & Evaluation			
		www.education.umd.edu/EDMS/	
Department Chair,	Hancock, G.	EDU-1230E	405-3621
Special Education		**www.education.umd.edu/EDSP/**	
Department Chair	Burke, P.	EDU-1308	405-6515
Undergraduate Advising,			
	Molloy, D.	EDU-1235	405-6485
	Beckman, P.	EDU-1240B	
	Cooper, D.	EDU-1240A	
	DeLaPaz, S.	EDU-1311G	
	Drakeford, W.	EDU-1311C	
	Egel, A.	EDU-1240C	
	Kohl, F.	EDU-1240D	
	Leone, P.	EDU-1311A	
	Lieber, J.	EDU-1240E	
	Maccini, P.	EDU-1311B	
	McLaughlin, M.	EDU-1231	
	Moon, S.	EDU-1311E	
	Neubert, D.	EDU-1240F	
	Silverman, R.	EDU-1311F	
	Speece, D.	EDU-1311D	

For advising and information, contact the Office of Student Services, Room 1204 Benjamin Bldg. **www.education.umd.edu/studentinfo/**

A. JAMES CLARK SCHOOL OF ENGINEERING

General Information	**www.eng.umd.edu**	
Dr. Rabin, H., Interim Dean	KIM-3110	405-3869
ENGINEERING STUDENT AFFAIRS		
Pertmer, G., Associate Dean	EGR-1131	405-3936
Prince Jimenez, T.	EGR-1131	405-3936
College Advising email address: engrhelp@umd.edu		
ADVISING STAFF		
Dolan, J.	EGR-1131	405-3855
Dodson, S.	EGR-1131	405-3855
Hollywood, N.	EGR-1131	405-3855
Hosten, R.	EGR-1131	405-3855
Quenneville, K.	EGR-1131	405-3855
Ware, D.	EGR-1131	405-3855
AEROSPACE		
Faculty Advisors	EGR-3181	405-2376
BIOENGINEERING		
French, M.	KIM-2330	405-6769
BIOLOGICAL RESOURCES		
Shirmohammadi, A.	ANS-1419	405-1185
CHEMICAL & BIOMOLECULAR		
Faculty Advisors	CHE-1139	405-5888
CIVIL & ENVIRONMENTAL		
Faculty Advisors	EGR-1173	405-7768
ELECTRICAL & COMPUTER		
Bell, J.	AVW-2429	405-3685
Norton, S.	AVW-2429	405-3685
Gaenzle, S.	AVW-2429	405-3685
FIRE PROTECTION		
Milke, J.	JMP-3106	405-3992
MATERIALS SCIENCE		
Hart, K.	CHE-1113	405-5989
Lloyd, I.	CHE-2309	405-5221
MECHANICAL		
Island, T.	EGR-2186	405-2199
Bigio, D.	EGR-2151	405-5258
NUCLEAR		
Pertmer, G.	EGR-1131	405-3936
PROFESSIONAL MASTERS		
Syrmos, G.	JMP-2123	405-3633
Poppler James K.	JMP-2123	405-2355
CENTER FOR MINORITIES IN SCIENCE AND ENGINEERING		
Parker, R.	EGR-1131	405-3878
Berhane, B.	EGR-1131	405-3878
Kamalidiin, L.	EGR-1131	405-3878
Hamilton, T.	EGR-1131	405-3878
Young, T.	EGR-1131	405-3878
ENGINEERING CO-OP AND CAREER SERVICES		
Sauber, H.	EGR-1131	405-3862
Vidmar, D.	EGR-1131	405-8096
Perrigan, V.	EGR-1131	405-3864
Davison, L.	EGR-1131	405-0472
Densmore, D.	EGR-1131	405-3863
WOMEN IN ENGINEERING		
Smith, P.	EGR-1131	405-3931
Johnson, A.	EGR-1131	405-3283
Schussler, L.	EGR-1131	405-0315
Kirk, M.	EGR-1131	405-0315
UNDERGRADUATE RECRUITMENT AND SPECIAL PROGRAMS		
Fines, J.	EGR-1131	405-3857
DeMoss, M.	EGR-1131	405-0287
Rose, R.	EGR-1131	405-0234
Francis, C.	EGR-1131	405-5342
Gibson, B.	EGR-1131	405-8467

SCHOOL OF PUBLIC HEALTH

General Information		**www.sph.umd.edu**	
Dr. Robert Gold, Dean		SPH-3310	405-2437
Dr. Viki Annand, Asst. Dean		SPH-3310	405-2473
Student Service Center/Student Records			
		www.sph.umd.edu/studentservices	
		SPH-1304	405-2357
Kinesiology		**www.sph.umd.edu/knes**	
Kinesiological Sciences	Scott, M.	SPH-2351	405-2450
Physical Education	Palla-Kane, A.	SPH-2361	405-2450
Public and Community Health		**www.dpch.umd.edu**	
Community Health	Hyde, D.	DCPH-2374	405-2523
Family Science		**www.sph.umd.edu/fmsc**	
Goulet, A.		MMH-1204	405-4003

ADVISING

HONORS PROGRAM — www.honors.umd.edu

Dean Hebert, Asst. Director for Advising	ANA-1113	405-6775
Liza Lebrun, Advisor	ANA-1113	405-6771

PHILIP MERRILL COLLEGE OF JOURNALISM — www.journalism.umd.edu

Olive Reid, Assoc. Dean	JRN-1117	405-2399
Marchelle Payne, Assistant Dean	JRN-1117	405-2399
Josh Madden, Coordinator	JRN-1117	405-2399
Shannon Moran-Juelin, Coordinator	JRN-1117	405-2399
Lisa Gill, Advisor	JRN-1117	405-2399

COLLEGE OF INFORMATION STUDIES

Dr. Jennifer Preece, Dean	HBK-4105	405-2035
ADMISSIONS		
Cassandra Jones	HBK-4110	405-2038
DOCTOR OF PHILOSOPY		
Diane Barlow	HBK-4105	405-2042

SCHOOL OF PUBLIC POLICY — www.publicpolicy.umd.edu

Dr. Steve Fetter, Dean	VMH-2101	405-6355
William L. Powers, Executive Dean	VMH-2101	405-6336
Elisabeth El-Khodary, Assistant Dean	VMH-2101	405-7360
Anthony Savia, Assistant Dean	VMH-2101	405-6335
Taryn Faulkner, Coordinator	VMH-2101	314-2486

UNDERGRADUATE STUDIES — www.ugst.umd.edu

Associate Provost for Academic Affairs & Dean		
Dr. Donna B. Hamilton	2130 Mitchell Bldg.	405-9354
Associate Dean, Dr. Scott Wolpert	2130 Mitchell Bldg.	405-9363
Associate Dean, Dr. Katherine McAdams	2130 Mitchell Bldg.	405-9357
Assistant Dean, Dr. Lisa Kiely	2130 Mitchell Bldg.	405-0966
Assistant to the Dean, Laura Slavin	2130 Mitchell Bldg.	405-9361
Acting Assistant to the Dean, Dr. Joan Burton	0110A Hornbake Library	314-1920

LETTERS AND SCIENCES (LTSC) — www.ltsc.umd.edu

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LAW PROFESSIONS, FRONT COUNTER www.prelaw.umd.edu	HBK-0110	405-2793

ACADEMIC ADVISORS/COORDINATORS

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ADVISING SERVICES			
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OFFICE OF MULTI-ETHNIC STUDENT EDUCATION

301-405-5616
www.omse.umd.edu
Email: omsehbk@umd.edu

Dr. Christopher Lester, Director	HBK-1101	405-5617
Ms. Dottie Bass, Asst. Director for Outreach & Programming	HBK-1101	405-5618
Ms. Elaine Ting, Assistant Director for Retention	HBK-1101	405-5358
Mr. Tunji Sawyer, Assistant Director for Marketing & Technology	HBK-1101	405-5619
Mr. Jason Rivera, Assistant Director	HBK-1101	405-4100
Mr. Michael Andrews	HBK-1101	405-5623
Ms. Abimbola Dawson, Business Services Specialist	HBK-1101	405-3830
Ms. Norma Tomas, Admin. Assistant II	HBK-1101	405-5615

TUITION, FEES AND OTHER EXPENSES

GENERAL FEES - (Includes Mandatory Fees and Technology Fee)

****** The University reserves the right to change tuition prices without notice. Please use the Bursar website (www.umd.edu/bursar) for the most up-to-date tuition charges.******

TUITION

[1]FULL-TIME UNDERGRADUATE STUDENTS, MARYLAND RESIDENTS $4,002.45****

[1]FULL-TIME UNDERGRADUATE STUDENTS FROM THE DISTRICT OF COLUMBIA AND ALL OTHER STATES AND OTHER COUNTRIES $11,537.95****

PART-TIME UNDERGRADUATES (In-state $273.00 per credit hour. Out-of-state $902.00 per credit hour)****

Credit Hours	1	2	3	4	5	6	7	8	9	10	11
*Cost											
In-state	601.15	874.15	1,147.15	1,420.15	1,693.15	1,966.15	2,239.15	2,512.15	3,176.45	3,449.45	3,722.45
Out-of-state	1,230.15	2,132.15	3,034.15	3,936.15	4,838.15	5,740.15	6,642.15	7,544.15	8,837.45	9,739.45	10,641.45

GRADUATE IN-STATE- $444.00 per credit hour[2] ****

Credit Hours	1	2	3	4	5	6	7	8	9	10	11
*Cost	770.25	1,214.25	1,658.25	2,102.25	2,546.25	2,990.25	3,425.25	3,878.25	4,546.25	5,008.25	5,452.25

GRADUATE OUT-OF-STATE- $958.00 per credit hour[2] ****

Credit Hours	1	2	3	4	5	6	7	8	9	10	11
*Cost	1,284.25	2,242.25	3,200.25	4,158.25	5,116.25	6,074.25	7,032.25	7,990.25	9,190.25	10,148.25	11,106.25

*Include all mandatory fees

MANDATORY FEES (Technology fee included)

Undergraduate (9 or more credits) $719.45
(8 or fewer credits) $328.15

Graduate (9 or more credits) $568.25
(8 or fewer credits) $326.25
Doctoral Candidates $326.25

Shady Grove Undergraduates
Shady Grove Fee: $20.00 per credit with maximum of $240.00
Shady Grove Facilities Fee: $79.00 per semester

[1] For billing purposes, Undergraduate Full-time status is defined as a registration for 12 credits or more.
[2] A student who has been admitted to the Graduate School will be charged the Graduate Credit Hour fee for all courses regardless of the level of the course.
All fees are subject to change.

OTHER FEES & CHARGES

Campus Point Plan (Dining Services)
Lite $1,753.00
Regular $1,853.00
Plus $1,953.00
Room, University Residence Hall with telecom fee, Maryland Residents/Non-Residents $2,701.00
Parking Registration Fee: (Yearly/Spring rate *Motor Vehicle Penalties* are described in Traffic Rules and Regulations).
Campus Resident ..... $412.00/$247.00
Commuter ..... $213.00/$128.00
Audit Courses – Charge is the same as a course taken for credit. ..... See above
Anthropology Fee (per course): $30.00
Applied Music Fee (for all students in applied music courses): $200.00
Applied Music Fee (for MUSP102y, 103y, 202y, 203y, 302y, 303y, 402y, 403y –only) $100.00
Architecture Studies Fee: $125.00
**Business & Management Fees:
BMGT Full-time students ..... $350.00 per credit
BMGT Part-time students ..... $242.00 per credit
DC Site Fee ..... $195.00 per credit
Shady Grove Site Fee ..... $104.00 per credit
Baltimore Site Fee ..... $93.00 per credit
College Park Site Fee ..... $165.00 per credit
MBA Assn Fee ..... $275.00 (Fall only)
BMGT 367 Materials Fees $32.00
BMGT 608A Materials Fees $55.00
MBS Orientation Fee $150.00
CCJS Lab fee $40.00
CO-OP Program for Liberal Arts & Business (UNIV 099): $60.00
An additional $18.00 fee will be charged for special course registration.

**Please note that many graduate programs such as MBA, ENTS or Reliability Engineering have increased rates or special fees. Graduate students are advised to check with their department to determine these charges.

TUITION, FEES AND OTHER EXPENSES

CO-OP Program for Engineering (ENCO 099): $60.00

Credit by Exam Fee:

An additional $18.00 fee will be charged for special course registration.

All Undergraduate and Full-time Graduate students (per course): $30.00

Part-time Graduate students (per credit hour): ..... See previous page

EDCP 632 Materials Fee $45.00

EDCP 108D Materials Fees $20.00

EDCP 317 Materials Fees $35.00

Geography Lab Fee (per course): $40.00

Geography 448 Fee (per course): $150.00

Golden ID Card Program: $220.25

Journalism Fee: $150.00

Landscape Architecture Key Fee: $25.00

Landscape Architecture Studio Fee:Design Studio I/ Design Studio II ..... $200.00/$300.00

Late Registration Fee (Beginning Beginning January 26, 2009): $20.00

All students are expected to complete their registration before the first day of classes. Those who do not complete their initial registration prior to the first day of classes will be assessed this fee.

Life Science Lab Fee (per course charge assessed for most Life Science courses): $40.00

Maryland English Institute Activity Fee (001-004) $250.00

Maryland English Institute-Intensive: (001, 002, 003, 004) $5,972.00

Maryland English Institute-Semi Intensive Program (005, 005A) $3,406.00

Maryland English Institute-Pronunciation Program (UMEI-006) $943.00

Maryland English Institute-Fluency Program or Advanced Writing (007, 008) $1,253.00

Orientation Fees:

Freshman 2-Day Program: $145.00

Parent 1-Day Program per person: *Charged for anyone attending over the age of 18 yrs old.* $60.00

Transfer (or Freshman) 1-Day Program: $101.00

Student Teaching Fee: $400.00

All student teachers are required to pay this fee for their entire student teaching experience.

Student Union Bowling Fee $35.00

Special Mathematics Fee (Math 003, 010, 013 & 015) $230.00

This special fee is in addition to course charges. (These courses are for students who did not place into a credit level math course).

**Please note that many graduate programs such as MBA, ENTS or Reliability Engineering have increased rates or special fees. Graduate students are advised to check with their department to determine these charges.

MANDATORY FEES ****

The Auxiliary Facilities Fee: Refundable upon withdrawal. $28.00 – Charged to Undergraduates (9 or more credits). $14.00- Charged to Undergraduates (1 to 8 credits). All Graduate students are charged $14.10 - Charged to Graduates (9 or more credits) and $14.00 - Charged in graduates (1-8 credits). The Auxiliary Facilities Fee is paid into a fund which is used for capital improvement, expansion and construction of various campus facilities such as open recreation areas (tennis courts, basketball courts, etc.), transportation alternatives (shuttle busses), and The Stamp Union Building. These capital projects are not funded or are funded only in part from other sources.

The Student Activities Fee: Refundable upon withdrawal. $32.00 – Charged to Undergraduates (9 or more credits). $16.00 - Charged to Undergraduates (1 to 8 credits). $25.65 Charged to Graduates (9 or more credits). $14.10 Charged to graduates (1 to 8 credits). The Student Activities Fee is charged at the request of the Student Government Association and is used to provide for student activities, student publications, and cultural programs.

The Athletic Fee: Refundable upon withdrawal. $191.95 – Charged to Undergraduates (9 or more credits). $64.40 - Charged to Undergraduates (1 to 8 credits) and all Graduate students. The Athletic Fee is charged for the support of the Department of Intercollegiate Athletics. All students are encouraged to participate in all of the activities of this department or to attend the contests if they do not participate.

The Shuttle Bus Fee: Refundable upon withdrawal. $67.90 – Charged to Undergraduates (9 or more credits) and Graduate (9 or more credits) students. $33.95 Charged to Undergraduates (1 to 8 credits) and Graduate students (1 to 8 credits). The Shuttle Bus Fee is charged for the support of the Shuttle Bus Transportation System.

The Stamp Union Fee: Refundable upon withdrawal. $137.00 – Charged to Undergraduates (9 or more credits)- $135.90 charged to Graduate students (9 or more credits). $68.50 Charged to Undergraduates (1 – 8 credits) and Graduates students (1 to 8 credits). The Stamp Union Fee is paid into a fund which will be used to expand Stamp Union Services.

The Recreation Services Fee: Refundable upon withdrawal. $171.60 – Charged to Undergraduates (9 or more credits). $169.30- Charged to Graduate students (9 or more credits). $85.80 Charged to Undergraduate (1 to 8 credits) and Graduate students (1 to 8 credits). The Building Recreation Fee is paid into a fund which supports the operation of the new Campus Recreation Building.

The Performing Arts & Cultural Center: Refundable upon withdrawal. $33.50 – Charged to Undergraduates (9 or more credits) and Graduate students (9 or more credits). $16.75- Charged to Undergraduate (1 to 8 credits) and Graduate students (1 to 8 credits).

Technology Fee: $57.50 charged to Undergraduates (9 or more credits) and Graduates (9 or more credits). $28.75 Charged to Undergraduates (1 to 8 credits) and Graduates (1-8 credits). Refundable upon withdrawal, provides for improvements to students access to campus networks and for the installation and operation of technology in campus facilities

****** The University reserves the right to change tuition prices without notice.**
Please check the Bursar website (www.umd.edu/bursar) for the most up-to-date tuition charges.****

CENTER FULL-PAGE SPREAD OF MAP

CENTER FULL-PAGE SPREAD OF MAP

MAP KEY

AGY 024	Allegany Hall	C-4
AGL 296	Agriculture & Life Sciences Surge Bldg.	H-6
ALB 219	Astronomy Laboratory	Metzerott Rd.
ANS 142	Animal Science-Agri. Engr. Bldg.	H-6
ANA 060	Anne Arundel Hall	G-3
ARC 145	Architecture Building	F-3
ARM 078	Reckord Armory	E-5
ASY 146	Art-Sociology Building	F-3
AVW 115	A.V. Williams Building	G-6
BAL 016	Baltimore Hall	D-4
BEL 099	Bel Air Hall	I-5
BPS 144	Biology Psychology Building	G-4
BRB 413	Biosciences Research Building	G-4
BRD 161	Byrd Stadium	I-4
CAL 015	Calvert Hall	D-4
CAM 096	Cambridge Hall	H-5
CAR 070	Caroline Hall	E-3
CBD 122	Cumberland Hall	I-5
CCC 097	Cambridge Community Center	I-5
CEC 017	Cecil Hall	D-4
CEN 098	Centreville Hall	H-5
CHE 090	Chemical & Nuclear Engineering	G-6
CHL 025	Charles Hall	C-4
CHM 091	Chemistry Building	F-5
CHS 121	Chestertown Hall	I-5
COL 162	Cole Student Activity Bldg.	G-3
CRL 065	Carroll Hall	E-3
CSI 406	Computer Science Instructional Ctr.	F-6
CSS 224	Computer Space Sciences	H-5
CYC 381	Center for Young Children	J-4
DEN 252	Denton Hall	J-3
DOR 064	Dorchester Hall	G-3
EAB 093	Engineering Research Bldg.	G-6
EAS 253	Easton Hall	J-3
EDA 066	Education Annex	E-3
EDU 143	Benjamin (Education Bldg.)	G-3
EGL 089	Engineering Lab Building	F-6
EGR 088	Engineering Classroom	F-6
ELK 254	Elkton Hall	J-4
ELL 256	Ellicott Hall	I-4
ERC 068	Eppely Recreation Center	J-5
FRD 029	Frederick Hall	D-4
GEO 237	Geology Building	F-5
GRT 031	Garrett Hall	E-4
GVC –	Gudelsky Veterinary Cntr.	Paint Branch Drive
HAG 258	Hagerstown Hall	J-4
HAR 002	Harrison Lab	E-6
HBK 147	Hornbake Library † *see below*	F-5
HHP 255	Health & Human Performance	I-5
HJP 073	H.J. Patterson	F-4
HOW 028	Howard Hall	D-4
HRF 014	Harford Hall	D-4
HZF 074	Holzapfel Hall	F-4
IPT 224	Inst. for Physical Sci. & Tech.	H-5
ITV 045	Instructional Television Facility	F-6
JMP 083	J.M. Patterson	G-5
JMZ 034	Jimenez Hall	F-4
JRN 059	Journalism Bldg.	F-3
JUL 227	Jull Hall	H-5
KEB 225	Jeong H. Kim Engineering Bldg.	G-6
KEY 048	Francis Scott Key Hall	E-4
KNT 022	Kent Hall	D-4
LEF 038	Le Frak Hall	E-3
LPA 259	La Plata Hall	I-4
MCB 231	Microbiology Building	G-4
MCK 035	McKeldin Library	F-3
MMH 046	Marie Mount Hall	E-4

† HBK - All classes with the building code HBK, take place in the the South part of the Hornblake Bldg, adjacent to Campus Drive. There is no access to this area of the building from the library.

MAP KEY

MNT 032	Montgomery Hall	C-4
MTH 084	Mathematics Bldg.	F-5
NCC 232	Nyumburu Cultural Center	G-4
PAC 386	Clarice Smith Performing Arts Cntr.	I-3
PGG 021	Prince George's Hall	D-4
PHY 082	Physics Bldg.	F-5
PKT 054	Preinkert Field House	F-3
PLS 036	Plant Sciences Bldg.	G-5
PTM 092	Potomac Building	G-6
QAN 061	Queen Anne's Hall	F-3
RGC 398	Research Greenhouse Complex	K-6
RIT 004	Ritchie Coliseum	D-5
SCC 025	South Campus Commons	D-3
SDH 026	South Campus Dining Hall	E-3
SHM 037	Shoemaker Hall	E-4
SHR 075	Shriver Lab	F-4
SKN 044	Skinner Bldg.	E-4
SOM 063	Somerset Hall	F-3
SQH 233	Susquehanna Hall	D-3
SSU 163	Stamp Student Union	G-4
STM 002	St. Mary's Hall	G-4
SYM 076	Symons Hall	F-5
TAL 030	Talbot Hall	D-4
TBA -	To Be Arranged	-
TLF 043	Taliaferro Hall	E-4
TUR 079	Turner Lab (Dairy)	E-5
TWS 141	Tawes Fine Arts Bldg.	G-3
TYD 042	Tydings Hall	E-3
VMH 039	Van Munching Hall	E-2
WDS 047	Woods Hall	E-4
WIC 069	Wicomico Hall	E-3
WOR 051	Worcester Hall	F-3
WSH 023	Washington Hall	D-4
WTU 081	Wind Tunnel	F-6

Do you have a plan to graduate?

Degree Navigator

Use Degree Navigator to view progress in your declared major or any other major you're interested in ....

- See which courses you have completed
- Check your status with meeting benchmarks
- See which courses you still need to take
- Produce a text printout of your progress

http://www.testudo.umd.edu/Registrar.html

(select the **Degree Navigator** link)

*** Degree Navigator is an unofficial guide only. Discrepancies may exist. Consult your advisor for an official audit. ***

TUITION, FEES AND OTHER EXPENSES

TUITION AND BILL PAYMENT INFORMATION

ALL STUDENTS WHO REGISTER FOR THE SPRING SEMESTER INCUR A FINANCIAL OBLIGATION TO THE UNIVERSITY. Financial policy and fees are set by the University with the approval of the Board of Regents. See tuition due dates on pages 44-45.

Tuition Plan The University currently sponsors two payment plans for use in paying tuition, room, board and telecommunication fees. Enrollment is on going, and applications for the school year are available from the Financial Service Center.

NOTE: Students enrolling in payment plans should deduct all financial aid or be prepared to use aid to reduce the amount owed on a payment plan. Questions for general information on payment plans can be directed to The Financial Service Center at 301-314-9000.

Tuition Notes Returning students will not be permitted to complete registration until all financial obligations to the University including current semester fees, library fines, parking violation assessments and other penalty fees and the service charges are paid in full. If a student registers without proper financial clearance from the Office of the Bursar, his/her registration may be cancelled without further notice. If a student becomes financially ineligible after registering, his/her registration may be cancelled unless and until his/her account balance is paid in full by a prescribed date.

PLEASE NOTE: PAYMENTS FOR STUDENT ACCOUNTS MAY BE MADE BY VISA, MASTERCARD OR DISCOVER. CREDIT CARD PAYMENTS MAY BE MADE IN PERSON BY MAIL OR ON-LINE. TO VERIFY THE AMOUNT OWED GO TO WWW.MY.UMD.EDU OR WWW.UMD.EDU/BURSAR FOR ON-LINE PAYMENT AND FINANCIAL INFORMATION.

Although the University regularly mails bills to students, it cannot assume responsibility for their receipt. Students are urged to obtain a copy of their financial account in Room 1135 of the Lee Building, or by phoning 301-314-9000, if they are not certain their account is paid in full. This office is open from 8:30 a.m. to 4:30 p.m. Monday through Friday or go to www.umd.edu/bursar.

Charges Incurred During the Semester are Payable Immediately. A student who wishes to dispute a specific item on their bill must contact the appropriate University department that initiated the charge to discuss the nature of the adjustment, if any, or the appropriateness of the bill. If, after discussing the bill with the originating department, a student still wishes to dispute the charge, any appeal must be made in writing and sent to the Office of the Bursar. It is emphasized that any portion of the bill not in dispute must be paid in accordance with the due date on the bill. All checks or money orders should be made payable to the University of Maryland for the exact amount due. The student's account number must be written on the check.

Late Payment Fee: Students who fail to pay the balance due on their accounts are subject to an initial late fee of 5% of the outstanding balance or $10.00, whichever is greater. A 1.5% finance charge is assessed each month thereafter. The state has established, under legislative mandate, a CENTRAL COLLECTION UNIT within the Department of Budget and Fiscal Planning. This campus has been instructed that all delinquent accounts must be transferred to the State Collections Unit.

ALL ACCOUNTS DUE FROM STUDENTS, FACULTY, STAFF, NON-STUDENTS, ETC. ARE INCLUDED WITHIN THESE GUIDELINES.

Collection Costs: incurred in collecting delinquent accounts will be charged to the student. The University is required by State law to refer past due accounts to the State Central Collections Unit. The minimum collection fee is 17% plus any attorney and/or court costs. This collection fee is separate and distinct from any late payment fee the student may already have incurred and will not be reduced or offset by the amount of that late payment fee.

NOTE: STATE CENTRAL COLLECTIONS UNIT IS AUTHORIZED BY STATE LAW TO USE AN INDIVIDUAL'S STATE INCOME TAX REFUND AS AN OFFSET TO PAY INDEBTEDNESS TO THE STATE OF MARYLAND. NO DEGREE WILL BE CONFERRED, NOR ANY DIPLOMA, CERTIFICATE, OR TRANSCRIPT OF RECORD ISSUED TO A STUDENT WHO HAS NOT MADE SATISFACTORY SETTLEMENT OF HIS OR HER ACCOUNT

Other Fees

Payment of Fees: All checks, money orders or postal notes should be made payable to the University of Maryland and mailed or delivered to: Office of the Bursar, University of Maryland, College Park, MD, 20742. The student's social security number must be written on the front of the check.

Service Charge for Dishonored Checks: Payable for each check which is returned unpaid by the drawee bank upon presentation because of insufficient funds, payment stopped, post-dating against uncollected items, etc. *For checks up to $100.00 = $10.00 fee • For checks from $100.01 to $500.00 = $25.00 fee • For checks over $500.00 = $50.00 fee.*

When a check is returned unpaid, the student must redeem the check and pay any outstanding balance on the account within 10 days or all university services may be severed and the account transferred to the State Central Collection Unit for legal follow-up. Additionally, a minimum 17% collection charge is added to the charges posted to the student's account at the time the transfer is made. When a check is returned unpaid due to an error made by the student's bank, the student must obtain a letter from the branch manager of the bank or a person of equivalent status admitting such an error. This letter must be submitted to the Office of the Bursar to have the service charge waived.

Library Charges: $.50 fine per day for failure to return a book from UM Libraries' regular circulating collections before expiration of loan period. Fine for failure to return book from Reserve Shelf before expiration of loan period: First hour overdue: $5.00; after first hour: $2.50 per hour for each additional hour to a maximum of $50.00 per item. In case of loss or mutilation of book, satisfactory restitution must be made.

Property Damage Charges: Students will be charged for damage to property or equipment. Where responsibility for the damage can be established, the individual student will be billed for it; where responsibility cannot be established, the cost of repairing the damage will be pro-rated among the individuals involved.

Special Course fees

The University offers a number of courses (MBA, ENTS, Life Sciences) that have special course fees in addition to, or in lieu of, the standard tuition charges. Students considering a course with a special charge are encouraged to contact that department prior to registering for the class to determine the total cost of the course.

FINANCIAL - BILLING INFORMATION

TUITION DUE DATES:
Electronic billing is provided to all to students who have registered prior to December 22, 2008 and January 25, 2009 for Spring 2009 courses. Go to www.my.umd.edu or www.umd.edu/bursar and choose the red banner "View Monthly Billing Statement". Payment in full must be made by the dates in the following chart:

If you registered:	**Payment in full is due:**
By December 22, 2008	January 20, 2009
Between December 23, 2008 & January 25, 2009	By February 20, 2009
After January 25, 2009	By February 20, 2009

ALL CHARGES INCURRED AFTER **January 25, 2009** ARE DUE by **February 20, 2009** WITHOUT EXCEPTION. PLEASE CONTACT www.umd.edu/bursar AND CHOOSE "Student Account Inquiry to verify the amount owed and make your payment.

MAIL PAYMENTS, ELECTRONIC PAYMENTS, POSTMARK DATES AND USE OF "DROP BOXES" WILL NOT SATISFY THIS DEADLINE.

Accounts not paid by the appropriate due date are delinquent and subject to the assessment of a late payment fee of 5% of the unpaid balance or $10.00, whichever is higher, an additional monthly finance charge of 1.5% of the unpaid balance, and possible referral the State Central Collection Unit. Students who are receiving financial aid must pay their bill in full in the event their funds have not been disbursed to their student account by February 20, 2009.

Online payment is encouraged, however a student may also pay in person at the Cashier's Office in room 1115 of the Lee Building. The Cashier's Office is open 8:30 am to 4:30 pm, Monday through Friday. Students must present a student ID with payment. If you are paying by check, you may also drop off your payment in the Bursar's hallway "drop box" in the Lee Building anytime the building is open. Be sure student ID number is on the front of the check.

You can pay your student account by American Express, VISA, Mastercard, or Discover or by check on line at www.umd.edu/bursar choose the blue banner, "JUST NEED TO PAY? - PAY ONLINE HERE".

Please note: All students receive their monthly bill electronically. It is the student's responsibility to pay their account charges by the established due date, which are listed in this Registration Guide and also on the bursar website. The University of Maryland assumes no responsibility for the delivery of monthly billing statements. Students may obtain current account balance by visiting www.umd.edu/bursar and choosing "Student Account Inquiry". Students may also obtain a printout or ask questions about their student account by visiting the Financial Service Center located in room 1135 of the Lee building, 8:30 am - 4:30 pm, Monday - Friday.

Each student is individually responsible for all of his or her fees and expenses. If a third party, such as an employer, agrees to pay these charges, the student is not relieved of his or her primary responsibility. In the event such third party fails to honor its agreement, the University reserves the right to bill the student directly. Failure to pay this bill thereafter will result in the suspension of service to the student by University and transfer of the account to the State Central Collection Unit

Failure to pay outstanding debts will result in adding a late payment fee of $10.00 or 5%, whichever is higher plus a 1.5% monthly finance charge, and transfer of the account to the the State Central Collections Unit. A minimum of 17% collections charges are added at this time. This collection fee is separate and distinct from any late payment fee the student may already have incurred and will not be reduced or offset by the amount of that late payment fee. Maryland law allows the Central Collection Unit to block issuance of Maryland state income tax refunds for individuals with delinquent accounts.

NON FINANCIAL AID REFUND REQUESTS

To expedite a refund request, log on to www.my.umd.edu and select the "Academics and Testudo" tab, and then Student Account Balances.access your student account. If your account has a credit balance you will be prompted to request a refund. You may also request a refund by visiting the Financial Service Center in room 1135 of the Lee Building, Monday - Friday, 8:30 a.m. to 4:30 p.m. No credit balance is automatically refunded unless it is generated from financial aid funds. Excess financial aid is automatically refunded.

Refunds from payments originally made by cash or check must be ordered from the State Treasurer's Office in Annapolis. They are made payable to the student and take approximately 3 weeks to be mailed after the refund is requested. The refund check will be mailed to the permanent address of record. Students with a credit balance of $250.00 or less may be entitled to a cash refund. Please visit the Financial Service Center in room 1135 of the Lee Building. Be sure to have your student ID available to obtain the cash refund.

Refunds from payments originally made by credit card must be refunded to the card originally charged. Credit card refunds are processed electronically and take approximately 1 week after the refund is requested. We must have the credit card number and expiration date to process the refund request. A receipt for the credit will be mailed to the address included in the refund request.

FINANCIAL AID

STUDENT FINANCIAL AID

General Regulations Governing Receipt of Aid

Any student receiving financial aid who is contemplating dropping credits should see his or her Financial Aid Counselor before taking such action. Students receiving certain types of financial assistance are expected to attempt or maintain a minimum semester credit load in order to keep the full aid award (see the Financial Aid Award Guide for specifics). Neither credit earned by examination nor courses taken as "audit" can be counted toward the minimum credit level. If the recipients enrollment level drops below the minimum requirement, the aid is automatically reduced or cancelled. The student is then responsible for paying any resulting balance on his or her student account. Failure to pay the balance in a timely manner may lead to assessment of late fees and finance charges, or to severance of services by the University.

In order to receive a credit on the student's account at the time of registration, the student must have accepted and received final approval of his or her financial aid award. No deferments of bills will be granted unless the student has approved and accepted aid; otherwise, the student must be prepared to pay his or her bill by the first day of classes.

Students sponsored by an agency or employer remain responsible for their fees. If the University does not receive payment from the sponsor, the student will be charged.

The University has moved to a fully electronic billing system beginning with the first Fall term bill generated on July 26, 2008. Paper bills will **NOT** be sent to students registered for the current and/or upcoming terms. Registered students will receive an email notification that their monthly bill statement is ready for viewing. The email will not contain the bill, but will provide a link to log in to their financial account. Non-registered students and non-students will still have an electronic bill available, but will also receive a paper bill in the mail.

1. All accepted aid, except Federal Work Study and National Merit Scholarships, will be credited directly to the student's account when the student has completed all paperwork to accept the award. Checks for any credit remaining on the account after all charges are paid will be automatically issued to those students receiving financial aid. If awarded financial aid has not been credited on the early registration bill, deduct the approved and accepted financial aid amount for the semester, and pay the remaining balance.
2. Refund checks will be mailed to the student's MD, DC or VA address, held at the cashiers office or electronically transferred to his or her bank account. This arrangement can be made with the Bursar's Office.
3. Federal Work-Study and other university student employment will be paid to the student bi-weekly as work is performed.
4. Students who are awarded Federal Perkins Loans must sign promissory notes and associated forms in order for the loan funds to be credited to their student accounts. These funds cannot be disbursed if the student has not completed these forms.
5. **Students contemplating a withdrawal should consult a Financial Aid Counselor prior to the withdrawal. Aid may be cancelled or prorated based on attendance.**

SATISFACTORY ACADEMIC PROGRESS POLICY

The Office of Student Financial Aid (OSFA) is required by federal and state regulations to monitor the academic progress of potential and current financial aid recipients. Applicants must comply with the Satisfactory Academic Progress Policy as a condition of initial or continuing eligibility. Please note that even if you have not currently applied for financial aid, or are not currently receiving aid, this policy applies to you and your prior academic progress will be measured to determine your eligibility.

Financial aid programs which are affected by the Satisfactory Academic Progress Policy include (but are not limited to) Federal Pell Grant, Federal Academic Competitiveness Grant, Federal SMART Grant, Federal SEOG Grant, Federal Work-Study, Federal Perkins Loan, the Federal Family Education Loan Programs (Stafford and PLUS), UM Grants, Frederick Douglass Grants, UM Scholarships, Guaranteed Access Grants, Educational Assistance Grants, Education Excellence Awards, House of Delegates and Senatorial Scholarships.

Satisfactory Academic Progress for undergraduates is measured in three areas: maintaining a satisfactory grade point average, successfully completing a required number of credits, and receiving a degree in a timely manner. The specific policy requirements of each area are listed below. Students who have questions about the Satisfactory Academic Progress Policy and financial aid eligibility should contact a financial aid counselor.

Graduate Students must be in good academic standing as defined by the graduate school to maintain eligibility for financial aid.

MINIMUM GRADE POINT AVERAGE

Undergraduate students must maintain the required grade point average (GPA) necessary to continue as degree candidates at the University of Maryland. Therefore, they must maintain an academic standing consistent with the university's Retention Policy as defined by the Registrar and outlined in the Undergraduate Catalog.

Students who are on Academic Warning due to their GPA may receive aid. However, if a student is Academically Dismissed, he or she will be considered ineligible for financial aid until readmitted through the Re-Enrollment Office (0117 Mitchell Building, 301-314-8382). Appeals for readmission should be submitted to the Re-Enrollment Office.

Once readmitted, students may be eligible to receive a one semester probationary period in which financial aid eligibility will continue. During the probationary period, students are required to meet the minimum grade period average as stated by the Re-Enrollment Office. In addition students must successfully complete a minimum of 75% of their cumulative UM courses attempted. Failure to meet the defined minimum GPA or credit requirements per semester will result in the loss of financial aid eligibility. Once eligibility is suspended, students will not be considered for aid until they have successfully completed 75% of the cumulative UM credits attempted and their GPA is consistent with the requirements of the Retention Policy as outlined in the Undergraduate Catalog.

Students put on probation for any period prior to their dismissal must meet all academic progress requirements as defined by the student Financial Aid Progress Policy before financial aid eligibility will be reinstated.

MINIMUM CREDIT REQUIREMENT

Undergraduate Students with less than 30 Credits Attempted at UM:

Non-transfer undergraduate students with less than 30 credits attempted at UM must have successfully completed at least 50% of all credits attempted at UM. Failure to meet this requirement will result in a warning. If the student continues to fail to complete course work, OSFA will suspend financial aid eligibility. A student with a completion rate above 50% but below 75% will receive a warning.

Undergraduate Students with More than 30 Credits Attempted at UM:

All undergraduate students with more than 30 credits attempted at UM must have successfully completed at least 75% of all credits attempted at UM. Failure to meet this requirement will result in a warning after the first occurrence and suspension of financial aid eligibility if the requirement is not met after two consecutive semesters.

What Counts as a Successfully Completed Credit?

Successful credits which do count toward the Minimum Credit Requirement are those courses graded with "A," "B," "C," "D," "S," or "P." Withdrawn ("W" grades), Incomplete ("I" grades), Fail ("F" grades), Unsatisfactory ("U" grades), No grade ("NG" grades) and Audit ed courses do not count toward the Minimum Credit Requirement. Non-credit remedial courses do count toward the Minimum Credit Requirement, provided that the classes are required for the student's degree program. Repeat courses do not count if the classes are taken to improve passing grades, but do count if the classes are taken to replace failing grades.

Identification and Handling of Violators

Probation: OSFA will review the academic progress of all university students who apply for federal aid. Students not meeting the Minimum Credit Requirement will be placed on probation.

If a student is placed on probation, he or she will be allowed to receive financial aid for the next academic term. At the end of the probationary term, the student must meet the Minimum Credit Requirement. Students who fail to meet the Minimum Credit Requirement at the end of the probationary term will be placed on Satisfactory Academic Progress Suspension.

Suspension: A student whose eligibility has been suspended may not receive any financial aid until he or she makes up the full credit deficit with courses at UM at his or her own expense. When the student meets the Minimum Credit Requirement, financial aid eligibility will be reinstated.

MAXIMUM TIME FRAME

Undergraduate students must earn their degree, regardless of their program of study, within their **first one hundred-eighty (180) attempted credits.** Students who have not earned a degree within their first 180 attempted credits, whether they received financial aid or not, must attempt any additional credits at their own expense.

Transfer Credits

Up to 60 transfer credits that fulfill UM degree requirements will count toward a transfer student's Maximum Time Frame limit. Transfer credits above the sixty credit limit will not count toward the Maximum Time Frame. Violators of the Maximum Time Frame cannot receive additional financial aid until they successfully complete their current degree programs and become accepted into new programs.

Appeals

If a student is placed on Probation, he or she does not need to appeal, because financial aid eligibility has not been revoked. If the student successfully makes up the credit deficiency, he or she will automatically be taken off Probation.

If a student is placed on Suspension and there were extenuating circumstances that caused the violation, the student may submit a Satisfactory Academic Progress Appeal. Extenuating circumstances are defined as environmental conditions outside of the student's control. All appeals must include third party documentation of these circumstances. Satisfactory Academic Progress Appeal forms are available from the Student Financial Service Center and on the Student Financial Aid web site at: www.financialaid.umd.edu.

CONTACT FINANCIAL AID

Online at www.financialaid.umd.edu

• Check your loan status • Check your bill • Complete your loan entrance interview

• Find a workstudy job • Search for scholarships

ALSO CHECK www.fafsa.ed.gov FOR FORMS, DATES AND INFORMATION

LEARNING OPPORTUNITIES

OFFICE OF INFORMATION TECHNOLOGY

www.oit.umd.edu

The Office of Information Technology (OIT) plans, develops, supports, and maintains computing, networking, and telecommunications services for the university. Services we provide include classroom instructional technology, online course tools, e-mail, wireless network access, on-campus computer connections, antivirus software, and Web-based administrative functions such as enrollment confirmation, course scheduling and registration, bill review and payment, financial aid award and acceptance, degree progress tracking, grade announcement, transcript request, parking permit request, graduation application, and other services. More information about the campus-wide course management system is available at www.elms.umd.edu.

OIT also manages several campus computer labs. These open computer labs are equipped with workstations running the Microsoft Windows, Apple Macintosh, and Red Hat Linux operating systems. Each lab has print capabilities, with print charges deducted from Terrapin Express. The labs are available to all members of the university community, and three facilities are open 24 hours a day. Specific information about the locations, equipment, and software in each facility is located on the Web at www.oit.umd.edu/wheretogo.

In addition, OIT provides these services to the university:

- The **Academic Computers for Terps (ACT)** program offers purchasing discounts and warranty repair service for Apple and Dell computers. For more information, visit www.act.umd.edu.
- The **OIT Student Help Desk** is available to answer any IT questions. Visit www.helpdesk.umd.edu or call 301-405-1400 (or x51400 when on campus) for assistance.
- The university's **Terrapin Technology Store** is located on the ground floor of the Stamp Student Union. Call 301-314-7000 or visit www.oit.umd.edu/techstore to learn more.
- The **University of Maryland Cellular Discount Program** offers specially priced plans and cellular phone equipment to university community members. For details, visit www.cellular.umd.edu.

A. JAMES CLARK SCHOOL OF ENGINEERING

ENGINEERING CO-OP & CAREER SERVICES
1131 Glenn L. Martin Hall
Phone: 301-405-3863
Web: co-op@eng.umd.edu
www.coop.eng.umd.edu

Whether it's to wire robots in a car plant, monitor a waste water management project, or reformulate cough syrup for a pharmaceutical company, our office assists students in finding full-time and part-time cooperative education and internship positions in engineering.

Cooperative Education & Internship Programs:
Through the Cooperative Education (Co-op) & Internship Programs, students work in engineering positions that complement their education. Students may work full-time or part-time during the fall, spring and/or summer semesters. Co-op and internship positions provide students the opportunity to gain professional level experience, integrate theory and practice, confirm career choices, and help finance their education.

Application Process: To apply, students attend an orientation session and upload their resume into our database of engineering jobs and on-campus interviews. Workshops on topics such as resume writing and interviewing are offered weekly to assist students in learning effective job search techniques (see our website for a current schedule).

Job Listings and On-Campus Interviews: All open positions and on-campus interview schedules are posted on our online job listing system at www.coop.eng.umd.edu. In addition, students have the opportunity to meet employers by participating in our career fairs, employer information sessions, and special job search presentations conducted by engineering recruiters.

COLLEGE OF COMPUTER, MATHEMATICAL AND PHYSICAL SCIENCES

INTERNSHIPS AND CAREERS
3400 A.V. Williams Building
Phone: 301-405-2677
E-mail: cmpsinfo@deans.umd.edu
Web: www.cmps.umd.edu/careers/index.htm

Opportunities are available at government agencies, private industry and even on campus.

Internships: Internships are available throughout the year for CMPS students. During the summer, internships tend to have a full-time schedule (40 hours/week). During the academic semesters, internships are often offered on a part-time basis, averaging 15 to 20 hours/week. Students may be eligible to take CMPS 497, a seminar course that grants 3-semester hours of credit for the internship experience (details listed on the website). Internships provide an excellent opportunity to gain experience and to apply what is learned in the classroom in real-world environments.

Career Services: Job Listings and On-Campus Interviews: CMPS Students may register for Careers4Terps, an on-line job listing and resume listing service, at www.careercenter.umd.edu/. All students who wish to participate in on-campus interviewing need to register for Careers4Terps. The weekly CMPS Career Connection E-Newsletter is sent to all CMPS students. The E-Newsletter lists internship opportunities, career-focused workshops, information-session schedules and other information of interest. Students may also meet employers by attending career fairs and other programs that are regularly scheduled.

CMPS181: At the Edge of Discovery with CMPS Scientists.
For the first time this coming fall semester, the College is offering a course led by the Dean and nine of the College's leading scientists focusing on their search for and creation of new knowledge. If you want to get a taste of what we really do, and see what your future might hold, sign up for an exciting discussion of science in CMPS. Majors outside of CMPS will be placed on a waitlist and enrolled on a space available basis.

LEARNING OPPORTUNITIES

COLLEGE PARK SCHOLARS

www.scholars.umd.edu

College Park Scholars is a class of 12 interdisciplinary learning programs that complement students' majors, for freshmen and sophomores. Students are invited to participate based on their high school academic performance, active engagement in their communities and an appreciation for the contribution of diversity to their learning. Scholars live together in the Cambridge community residence halls, and translate what is explored in the classroom into field experiences through community service, exposure to the arts, civic engagement and internships. Students earn an academic citation upon successful completion of the program and are well positioned for competitive upper-level internships and research opportunities while completing their undergraduate degrees.

- **Scholars Executive Director:** Dr. Greig Stewart, 301-314-2777
- **Scholars/Advocates for Children:** Dr. David Cooper, Director; Mr. Jim DeGeorge, Associate Director; 301-314-5909
- S**cholars/Cultures of the Americas:** Dr. Sangeeta Ray, Director, 301-314-1513
- **Scholars/Arts:** Dr. Peter Beicken, Director and Mr. Harold Burgess, Co-Director, 301-405-0522
- **Scholars Business, Society and the Economy:** Dr. Mark Wellman, Director, 301-314-7216
- **Scholars Earth, Life & Time:** Dr. Thomas Holtz, Director, 301-405-4084
- **Scholars Environmental Studies:** Dr. Bruce James, Director, 301-314-1519
- **Scholars International Studies:** Dr. James Glass, Director, 301-405-0529
- **Scholars Life Sciences:** Dr. Lee Hellman, Director, 301-405-0528
- **Scholars Media, Self, and Society:** Dr. Kalyani Chadha, Director, 301-405-3013
- **Scholars Public Leadership:** Dr. David Crocker, Director, 301-314-8657
- **Scholars Science, Discovery, and the Universe:** Dr. Alan Peel and Dr. Stephen White, Co-Directors, 301-314-9476
- **Scholars Science, Technology, and Society:** Dr. Betsy Mendelsohn, Director, 301-405-0527

LEADERSHIP AND COMMUNITY SERVICE LEARNING

Adele H. Stamp Student Union Center for Campus Life

Main Office: 0110 Stamp Student Union
Phone: 301-314-CARE
E-mail: terpservice@umd.edu
Web: www.csl.umd.edu
Web: www.thestamp.umd.edu/leadership

America Reads* America Counts
0144 Holzapfel Hall
Phone: 301-314-READ
Web: www.arac.umd.edu

Leadership and Community Service-Learning provides services, resources, and support to students, student organizations, and faculty and staff desiring to participate in or organize community service and service-learning experiences. LCSL also organizes service activities throughout the academic year. Services include informational handouts, an interactive on-line database with hundreds of community agencies, an extensive library of resources on service and service-learning topics, and step-by-step staff guidance for getting involved in service. LCSL also coordinates America Reads* America Counts, which provides math and reading assistance to local Prince George's County schools and support for tutors, is funded through the federal work study program. Contact LCSL today to find out how you can get connected with community agencies, student service organizations, curricular service-learning, alternative spring break programs and leadership, curricular and co-curricular activities.

CONSORTIUM OF THE UNIVERSITIES OF THE METROPOLITAN AREA

www.consortium.org

The Consortium of Universities of the Metropolitan Area consists of American University, The Catholic University of America, Corcoran College of Art & Design, Gallaudet University, George Mason University, George Washington University, Georgetown University, Howard University, Marymount University, National Defense Intelligence College, National Defense University, Southeastern University, Trinity University, University of the District of Columbia, and the University of Maryland, College Park. Students enrolled in these institutions are able to attend certain classes at other campuses and have the credit considered "resident" credit at their own institution. Payment of tuition for courses will be made at the student's home campus. Any eligible degree seeking graduate or undergraduate student may participate in this program according to the following stipulations.

a. Golden ID students are not eligible to enroll in courses through the Metropolitan Area Consortium with waiver of fees.

b. Neither the faculty and staff tuition remission program (this includes assistantships, fellowships, etc.) nor the partial tuition waiver program for spouses and dependents of University of Maryland employees may be used for courses taken through the Metropolitan Area Consortium.

c. Continuing Education and on-line courses cannot be taken through the Consortium program.

Students whose fees are remitted through these programs and who are interested in enrolling in courses at Consortium schools will be expected to pay for the course or courses at the appropriate College Park credit hour rate for the semester in which they enroll.

Procedures for University of Maryland, College Park Students

Eligible Graduate Students

1. Must be currently enrolled degree seeking students.
2. Need approval of the Chairerson/Advisor and the Departmental Director of Graduate Studies.
3. No more than 25% of course credits may be taken at other Consortium schools.
4. Practical, internships, workshops and similar experiential learning courses can not be taken at other Consortium schools.
5. Comparable courses offered at University of Maryland, College Park may not be taken through the Consortium.

LEARNING OPPORTUNITIES

Eligible Undergraduate Students

1. Must be currently enrolled degree seeking students.
2. Must have junior standing (60 credits). An exception to this policy is approval for courses in Navy ROTC programs.
3. Need prior written approval of the following:
   - **a.** The student's major department.
   - **b.** The comparable University of Maryland, College Park department if the course is outside the major department.
   - **c.** The student's Assistant Dean.
4. Practical, internships, workshops and similar experiential learning courses can not be taken at other Consortium schools.
5. Comparable courses offered at University of Maryland, College Park may not be taken through the Consortium. The intention is to allow students to take an occasional course to augment a program rather than to develop an individual program.

Registration for University of Maryland, College Park Students

1. Contact the Consortium Coordinator at the institution to be visited to determine if the course is open to Consortium students and if there are any special conditions, e.g. prerequisites, special fees. Special fees must be paid directly to the visited institution.
2. Contact the Consortium Coordinator in the University of Maryland, College Park Registrar's Office, Room 1113 Mitchell Bldg., 301-314-8239 to obtain the "Consortium Registration Permission Form" and the "Consortium registration Form. Complete one set of forms for each institution at which you wish to take courses.
3. Acquire appropriate approvals and signatures on forms and return them to the University of Maryland, College Park Consortium Coordinator. Permission will not be granted if a comparable course is offered at University of Maryland, College Park.
4. Pass/Fail or audit grading options are not permitted for Consortium courses.
5. A copy of this form will be used as an identification card at the visited institution. Show identification card (copy of Consortium Registration Form) to the instructor of the course to confirm enrollment, but keep the card.
6. If the course is cancelled or if you change or drop the course, immediately contact the Consortium Coordinator at the University of Maryland.
7. University of Maryland course change deadlines apply for students visiting other Consortium institutions.
8. Grades earned by College Park students at other Consortium institutions in courses taken through the Consortium arrangement will be converted into the College Park grading system. These grades are used in the calculation of the cumulative grade point average.
9. Courses taken for credit through the Consortium in the student's final thirty hours must have prior approval from the student's college dean.

***NOTE** - Consortium courses will be included in the semester credit load of 12 hours for financial aid purposes. Only a maximum of 16 credits of ROTC course work may be applied toward a College Park degree.*

Procedures for Visiting Students

Students from other Consortium schools may register for University of Maryland, College Park courses on a space available basis beginning with the first day of classes, January 26, 2009 for the Spring semester. Visiting Consortium students are not eligible to register for Instructional Television, Continuing Education, online, professional education courses, or courses offered at off-campus locations (i.e. Shady Grove). See individual course listings online for course restriction information.

1. Contact the Consortium Coordinator at your home institution to fill out the "Consortium Registration Form". If special permissions are required for the courses you wish to take, you may contact the University of Maryland, College Park Consortium Coordinator at 301-314-8239, Room 1113 Mitchell Building.
2. Present a completed copy of the Consortium Registration Form to the Consortium Coordinator of your home institution. Please also keep a copy for your records.
3. The Consortium Coordinator at your home institution will work with the University of Maryland Consortium Coordinator to complete our registration for the University of Maryland College Park course(s).
4. Visiting students may not audit any University of Maryland, College Park course.
5. If the course is cancelled, or if you change or drop the course, immediately contact the Consortium Coordinator at the University of Maryland, College Park and at your home institution.
6. Please contact the University of Maryland Consortium Coordinator at 301-314-8239, Room 1113 Mitchell Building for assistance in getting a University of Maryland Identification card.

Dates Classes Begin for Spring 2009

American University	January 12
Catholic University	January 12
Corcoran College of Art & Design	January 21
Gallaudet University	January 21
George Mason University	January 20
George Washington University	January 12
Georgetown University	January 7
Howard University	January 7
Marymount University	January 12
National Defense Intelligence College	February 23
National Defense University	January 12
Southeastern University	March 30
Trinity University	January 12
University of the District of Columbia	January 14
University of Maryland, College Park	January 26

LEARNING OPPORTUNITIES

GOLDEN IDENTIFICATION CARD PROGRAM

The University of Maryland participates in the Golden Identification Card Program (Golden ID). This program allows eligible senior citizens to take advantage of the wide variety of course offerings. To be eligible for participation the individual must be 60 years of age or older, a legal resident of the State of Maryland and retired (not engaged in gainful employment for more than 20 hours a week). Application is made through the Office of either Undergraduate or Graduate Admissions. The appropriate application fee will be assessed; tuition is waived. A fee is charged each semester (see tuition and fees on pages 38-39). This fee is the same fee that is charged to all part-time undergraduate students less the health, student activities, and athletic fees. Golden ID students register on a space available basis for a maximum of three courses during the first week of classes. Golden ID students must meet all course prerequisite and co-requisite requirements. The Golden ID status will entitle eligible persons to certain academic services, including the use of the libraries, as well as certain other non-academic services. Such services will be available during any session only to persons who have registered for one or more courses for that session. Golden ID students are not eligible for Consortium courses or continuing education.

Golden ID students also have the opportunity to become involved with the Golden ID Student Association which provides cultural and social events, course recommendations, and peer advising. Additional information may be obtained from the Office of Undergraduate Admissions, Mitchell Building, 301-314-8385, or the Golden ID Student Program, 1st Floor Mitchell Bldg. 301-314-8219.

INTER-INSTITUTIONAL REGISTRATION PROCEDURES

Undergraduate and Graduate students have the opportunity to take courses at other University of Maryland System Institutions (host institution) to augment their degree program at University of Maryland, College Park (home institution) under the Concurrent Inter-Institutional Registration program. Students may take courses at the system schools listed below provided they meet requirements of the program.

System Institutions Include:

Bowie State University	University of Baltimore
Coppin State College	University of Maryland at Baltimore
Frostburg State University	University of Maryland Baltimore County
Salisbury State University	University of Maryland, College Park
Towson State University	University of Maryland Eastern Shore

NOTE: *Inter-Institutional Concurrent Registration is not available at University College for University of Maryland, College Park Students.*

Program Requirements:

To participate in the program, University of Maryland, College Park undergraduates must:

A. have sophomore standing.

B. be enrolled full-time in a degree program at the University of Maryland, College Park for the semester in which the course(s) are taken. Full-time status is defined as the combination of credits registered for at College Park, and the registered credits at the host institution.

C. have approval of their advising college for the course to count as resident credit.

To participate in the program, University of Maryland, College Park graduate students must:

A. be admitted to a graduate program as a degree-seeking student.

B. have the approval of their Graduate Program Director for the course to count as resident credit.

All students must be in good academic standing at the University of Maryland. All students must comply with the host institution's registration periods and deadlines.

Enrollment in courses is on a space available basis and visiting students are expected to meet prerequisites or other criteria set by the host institution. Tuition and fees are paid at the home institution, however, fees at the host institution associated with special courses may be assessed. Continuing Education courses cannot be taken through the concurrent Inter-Institutional Registration Program.

Registration Procedures:

1. Obtain an Inter-Institutional Registration form from the Special Programs Coordinator located at Student Services, first floor, Mitchell Building.
2. Complete form and have course approved by your college or graduate department.
3. Return form to Special Programs Coordinator for verification and approval. Retain a copy of the approval form for registration at the host institution. (The Special Programs Coordinator can provide information about registration dates and times at other University of Maryland System institutions.)
4. Contact the program coordinator/registrar at the host institution to inquire about and arrange for registration. Registration will be according to the host's institutional policies and deadlines. Special permits, parking or other fees at the host institution are the responsibility of the student.
5. If the course is cancelled, or if you change or drop the course, immediately contact the Special Programs Coordinator at both the University of Maryland, College Park and the other participating institution.
6. Upon completion of the course, the host institution will forward an official transcript to the home institution reflecting the grade(s) earned in the course(s) taken there. The Office of the Registrar will post the grade(s) to the student's record and note that the course(s) were taken as part of the Inter-Institutional program, and where. Course grades will be calculated in the student's g.p.a. & academic totals at University of Maryland, College Park.

Application forms for Inter-Institutional Enrollment are available from the Special Programs Coordinator, first floor, Mitchell Building, 301-314-8239.

LEARNING OPPORTUNITIES

MARYLAND ENGLISH INSTITUTE (MEI)

1121 Holzapfel Hall
Phone: 301-405-8634
Web: www.international.umd.edu/mei

MEI provides English language evaluation for international students, including graduate students, undergraduate students, and International Teaching Assistants (ITAs). To find out who is required to take the MEIPE or the MEWT, go to www.international.umd.edu/mei and select "English Language Tests". Students required to take MEI courses are generally provisionally admitted to UM and need to make adjustments in their schedules. **UM tuition remission can not be applied to MEI courses.** MEI also offers a full time Intensive English Program and short courses for international students, scholars, and visitors. See page 67 for academic information concerning UMEI courses.

THE OFFICE OF MULTI-ETHNIC STUDENT EDUCATION (OMSE)

1101 Hornbake Library,
Phone: 301-405-5616 or 405-5615
Web: www.omse.umd.edu

Academic Support and Leadership Focus: The Office of Multi-Ethnic Student Education (OMSE) provides academic support programs and services to enhance the recruitment, retention and graduation of undergraduate multi-ethnic students at the University of Maryland (UM), College Park. Academic support services and activities provided by OMSE include: a tutorial program, peer mentoring programs; academic classes to develop college success skills (EDCP-108N), and peer helping strategies (EDCP-312, a Human Diversity Core course). OMSE also implements programs to recognize students for their academic and leadership accomplishments. Students have several opportunities in OMSE, including access and academic support for internships, work study positions, and graduate assistantships. As an academic unit, OMSE strives to identify and meet changing needs that affect the success of our undergraduate multi-ethnic students. OMSE collaborates with other campus offices and college programs to achieve this goal, as well as to promote a positive community of learners who are sensitive to issues of diversity.

Study Lounge and Computer Workstation: The OMSE office suite contains a study lounge that serves as a tutorial center, and an open workstation laboratory. The study lounge provides students with the opportunity to study, get assistance from tutors, and work on state-of-the-art computers in a relaxed atmosphere.

Liaison to Student Organizations: Liaison to Student Organizations: OMSE staff members actively support and serve as advisors to various multi-ethnic undergraduate student organizations. OMSE staff members work closely with the ethnically diverse student unions, such as American Indian Student Union, Asian American Student Union, Black Student Union, and Latino Student Union.

ROTC

ROTC courses are available to University of Maryland students through several programs:

• **Air Force ROTC** is a college program that allows you to earn your degree while training to become an Air Force officer. AFROTC offers challenges and benefits unique among student organizations and training programs on a college campus. You will receive invaluable leadership training, be involved in community events, and visit active-duty Air Force bases. Additionally, all course materials and uniform items are provided at no-cost, and you can compete for scholarships to help pay your tuition. Most importantly, the program can lead to an exciting career in the U.S. Air Force! For more information, visit www.afrotc.umd.edu, send an email to afrotcdet330@umd.edu, or call us at 301-314-3242.

• **Army ROTC:** In Army ROTC you will do things that challenge you mentally and physically. As you find yourself rappelling from towers or leading your team through various obstacles, you will develop skills you can use throughout your entire life, skills such as thinking on your feet, the confidence to take charge, self-discipline and the ability to make smarter decisions. Whether you want to have a career in the military or not, Army ROTC classes are a fun way to gather skills for your future success. If you would like to know more, contact LTC. Ranelle Manaois at 301-314-7828 or at rmanaois@umd.edu.

D.C. Consortium Program

• **Navy ROTC:** at George Washington University

Registration is through the D.C. Consortium Program. Contact University of Maryland Consortium Coordinator at 301-314-8239. (Note- a maximum of 16 credits of ROTC courses may be applied toward a College Park degree)

SENIOR SUMMER SCHOLARS PROGRAM

Juniors: Start thinking about summer now! Senior Summer Scholars is a competitive program providing a stipend for research conducted during the summer between your junior and senior year. Applications are available at the Maryland Center for Undergraduate Research (2100D McKeldin Library). For more information see www.ugresearch.umd.edu.

LEARNING OPPORTUNITIES

STUDY ABROAD

For more information, including deadlines, visit:
The Study Abroad Office, 1101 Holzapfel Hall
Web:www.umd.edu/studyabroad or
studyabr@deans.umd.edu
Phone:301-314-7746

Study programs administered or sponsored by the University of Maryland are offered for the year, semester, winter term and summer. For more information about these exciting programs and other Study Abroad options, please contact the Study Abroad Office. You should also check with your department for department-specific programs, such as those run by Business, Engineering, Architecture and Journalism. Early planning is strongly encouraged.

MARYLAND STUDENT RESEARCHERS (MSR)

Interested in research, but don't know where to begin? Try MSR.
The Maryland Student Researchers Program provides opportunities for students to work closely with faculty from across the University on their research projects. MSR students volunteer 4-6 hours a week.

What do you get?

- An introduction to research in an area of interest to you
- Close contact with a faculty member
- A notation on your transcript for each semester you participate

Where can you get more information?

- Visit out our website www.ugresearch.umd.edu/MSR
- Visit the Maryland Center for Undergraduate Research (2100D McKeldin Library) to pick up a brochure or speak with the MSR coordinator.

INTERNATIONAL LIVING: GLOBAL COMMUNITIES AT DORCHESTER HALL

This living-learning community is an exciting living experience, rich in cultural diversity and academic enhancement. International and U.S. students come together to form an international community. Students share a common desire to build bridges of cooperation and understanding between cultures. Students complete the two-year academic program, including a portfolio of global skills. With this exceptional combination of students and commitment to diversity, Global Communities can help prepare students today for the multi-cultural environment and global workplace of tomorrow. Admission to Global Communities is competitive. Please contact the Director at 301-314-7100, send e-mail to sdrada@umd.edu or visit www.global communities.umd.edu.

FIRST YEAR PROGRAMS

FIRST YEAR PROGRAMS

The experience of becoming a student at a busy university is always exhilarating and sometimes a bit daunting. One of the best ways to thrive as an undergraduate- whether at a small liberal arts institution or at a large university like Maryland- is to find groups of people who both share your interests and challenge the ways you think. First Year Programs are made up of a group of innovative learning communities and related academic activities designed to help students connect to a large and diverse university campus by allowing them to quickly find a small number of other first year students who have similar interests. The program design elements have been based on the results of national and campus studies about ways to help students enjoy and successfully complete their education. The program includes course clusters and resources as well as other related academic activities. The different types of communities offer different topics and varying levels of involvement. Some programs are open to specific majors only while others are available without regard to major. First Year Learning Communities are open to all students with the exception of Honors and College Park Scholars participants. Some clusters are reserved only for students in a particular college or major.

FIRST YEAR BOOK PROGRAM

An integral part of First Year Programs is the First Year Book. The First Year Book is designed to involve first year students and the larger campus community in discussion about a central set of ideas. A campus wide committee selects a book and the program sponsors a number of related activities throughout the year. Students discuss the book in selected classes, during film showing and panel discussions and the First Year Book author visits the campus. Entering students receive a free copy of the first year book. The 2008-2009 First Year Book is *War is a Force That Gives us Meaning*, by Chris Hedges. See www.firstbook.umd.edu

FIRST YEAR LEARNING COMMUNITIES

Course clusters offer new students a kind of academic map. Each course in a cluster is enhanced by being taken in conjunction with the other courses in that cluster. Most courses included in the clusters are 100- and 200 level and fulfill CORE (General Education) requirements. Only 20-25 seats are available in each cluster and space is allocated on a first-come, first-served basis.

Many clusters contain a "home" course, which integrates material from the other classes. Others courses in a cluster regularly offer sections in which seats have been set aside for cluster participants so that they can become accustomed to the University with familiar classmates. Ask your academic advisor if you can participate in one of our first year learning communities. See www.fylc.umd.edu

GENERAL INFORMATION

UNIVERSITY CAREER CENTER AND THE PRESIDENT'S PROMISE

3100 Hornbake Library, South Wing
Phone: 301-314-7225
Web: www.CareerCenter.umd.edu
www.presidentspromise.umd.edu
Hours: 8:30 a.m - 4:30 p.m.
(refer to the Career Center's website for current Resource Room and Walk-in Assistance hours)

Mission

The University Career Center and the President's Promise support the University's mission and its academic programs by providing a variety of programs and services to meet the diverse career development and employment needs of degree-seeking students and alumni. The Center teaches, advises and counsels students to make decisions about career interests, employment and further or continued education; it collaborates with academic departments, employers and alumni in the delivery of programs and services. All students should consider internship and/or coop opportunities an integral part of their academic endeavors. Students should incorporate these opportunities into the pursuit of their degree.

The President's Promise

The President's Promise encourages undergraduate students to have an integrated learning experience that goes far beyond the classroom. Students may find opportunities in programs such as living/learning programs, research experiences, public and private sector internships, learning communities, international experiences, service-learning experiences, and opportunities for leadership. President's Promise staff will help students navigate through all options to select the best opportunities to complement academic pursuits. In addition, dedicated faculty and staff are also available to help students chart a course to enhance their academic experience. To get started visit www.presidentspromise.umd.edu.

Program and Services:

The University Career Center Web Site: provides a calendar of events, job search information, career information and general announcements. Our newly redesigned homepage features continuously up-dated, timely career information for UM students and alumni.

University Career & Employment Resource Room: houses a multi-media collection of resources to help students and alumni learn about career planning and job search strategies. Materials include self-assessment, career exploration, and job search tools; graduate and professional school information; directories of employers; and computers to access job listings and research employers and careers.

University Career Center Events: are held throughout the year. Program topics have included discipline-related career panel discussions; career fairs and expos; resume clinics and job search workshops; mock interview clinics; and several program series focused on internships, senior survival, graduate students, and international students.

Credential Services: provides a secure place to keep letters of recommendation and background information to support your application for both employment and graduate/professional schools. For a small fee, your file is professionally packaged and mailed upon your request.

Career Assistance: allow students to meet with professional staff who can help them: address educational and career decisions; identify useful resources; take advantage of internship, part-time; and summer employment opportunities; sharpen job search skills and strategies; and plan for graduate and professional school. Also available is Focus, a Web-based career planning tool.

Student Employment Training Program: is a hands-on, interactive training customized to meet the needs of Maryland students with a companion supervisory training program. The student training focuses on building skills students can transfer to work after graduation. The supervisory training focuses on effective student employee management, sound job design, well planned training, and consistent supervision.

Federal Work Study Students Note: Students eligible for Federal Work Study/Community Service positions should contact the Office of Student Financial Aid at: www.umd.edu/FIN/ or 301-314-9000

Careers 4 Terps (C4T) is a Web-based service, providing students and alumni access to On-Campus Interviewing, Resume Referral, and 24/7 Job Listings. Students can store edit and electronically send their resumes to prospective employers. With access to C4T, students gain access to our Online Job Listings, which contain internship, part-time and full-time positions. C4T is updated daily.

Resume Referral: matches employer inquirers with student resumes in our database. It is an ideal service for employers who have immediate hiring needs or who want to recruit University of Maryland students during periods when on-campus interviewing is not taking place.

On-Campus Interviewing: arranges on-campus interviews for current students and recent alumni with employers during the fall and spring semester for part-time, internship, and full-time positions. This service is completely free of charge to students.

Engineering Majors: Additional support for part-time, internship and cooperative education positions is available through the Engineering Co-op and Career Services office at 301-405-3863.

Business Majors: Additional support for part-time, internship, cooperative education, and full-time positions is available through the Undergraduate Business Career Center office at 301-405-7103.

Academic Courses: EDCP1081 (Academic Transition into Internship) is a one-credit course designed to provide students with the full experience of searching for, obtaining and successfully completing an internship. EDCP 108J (Job Search Strategies) is a one-credit course designed for students who are seeking more strategies for landing full-time employment and succeeding at work. UNIV099 (Internship Seminar) is a zero credit seminar for graduate and undergraduate students. Designed to complement students supervised work experiences, it provides students with an awareness of how classroom theory applies to their internship and assures that the experience is noted on their transcripts.

GENERAL INFORMATION

Career Fairs: hosted by the University Career Center annually include:

- Internship and Part-Time Job Fair
- Fall Career Fair
- Winter Job Fair
- Meet Your School District Day
- Maryland Metropolitan Education Expo
- Spring Career Fair

In addition special networking events are sponsored in collaboration with various departments and academic units throughout the year.

EMAIL – THE OFFICIAL UNIVERSITY CORRESPONDENCE

Verify your email address by going to www.my.umd.edu.

OIT Help Desk
Technical support for University email:
www.helpdesk.umd.edu or 301.405.1400

All enrolled students are provided access to the University's email system and an email account. **All official University email communication will be sent to this email address** (or an alternate address if provided by the student). Email has been adopted as the primary means for sending official communications to students, so email must be checked on a regular basis. Academic advisors, faculty, and campus administrative offices use email to communicate important and time-sensitive notices.

Students are responsible for keeping their email address up to date, or for redirecting or forwarding email to another address. Failure to check email, errors in forwarding email, and returned email (from "full mailbox" or "unknown user" errors for example), will not excuse a student from missing University announcement, messages, deadlines, etc. Email addresses can be quickly and easily updated at www.my.umd.edu or in-person at the Student Service Counter on the first floor of the Mitchell Building.

CHANGE OF MAILING ADDRESS

Change in either mailing or permanent address can be processed **at any time during the semester in which they occur**. Address changes are handed by the Office of the Registrar and the Office of the Bursar. Address Changes may be processed at the following locations.

1. Go to www.my.umd.edu.
2. Information Counter: Mitchell Building, First Floor Lobby
3. Office of the Bursar: Room 1115 or 1135,
   Lee Building, 8:30 a.m. to 4:30 p.m. Monday-Friday.

Since many University communications to students are handled through the mail, it is imperative that accurate and up-to-date addresses be maintained throughout the enrollment period. During the academic year the permanent address for currently registered students will be used for grade reports. The local address on file for currently registered students will be used for all other mailings. The permanent address on file for students not currently registered will be used for all mailings.

CHANGE OF NAME PROCEDURE

A change of name can be processed at any time during the semester in which it occurs. Name Change forms are available at the Information Counter, first floor lobby, Mitchell Building, 8:30 a.m.-4:30 p.m., Monday-Friday. Proof of name change (court order, marriage license, driver's license) must be submitted with name change form.

CONFIDENTIALITY OF STUDENT ADDRESS INFORMATION

Any student wishing his/her address to be kept confidential should visit the Information Counter, or www.my.umd.edu.
All requests for non-disclosure of information will be implemented as soon as publication schedules will reasonably allow. The University will use its best efforts to maintain the confidentiality of those categories of information which a student properly requests not be publicly disclosed. The University, however, makes no representations, warranties or guarantees that information designated for non-disclosure will not appear in public documents.

COMMENCEMENT HONORS

Summa cum laude, magna cum laude and cum laude are the highest commencement honors that the University bestows for sustained excellence in scholarship. They are awarded to the top 10% of all students graduating in each college over the course of a year. Summa cum laude is awarded to students with a GPA equal to the highest two percent of all college graduates over the past three terms, magna cum laude to the next highest three percent, and cum laude to the following five percent. To be eligible for this recognition., at least 60 semester hours must be earned at College Park or in a resident credit program to College Park. No more than six credits taken pass/fail or satisfactory/fail shall count toward the 60 hour minimum. No student with an average less than 3.300 will be considered for a commencement honor. Because grades for a term generally are officially recorded after the term's graduation day, computation of the student's GPA will not include grades for courses taken during the student's final semester at University of Maryland, College Park. However, the hours taken during that semester will apply toward the 60-hour requirement.

THE COUNSELING CENTER

Shoemaker Building
Phone: 301-314-7651
Fax: 301-314-9206
Web: www.counseling.umd.edu

Seeking help is a sign of strength! Many students encounter a variety of personal, social, career, and academic issues that call for assistance beyond advice provided by friends and family. Fortunately, the Counseling Center provides free and confidential counseling services to all University of Maryland, College Park students. To schedule an appointment call 301-314-7651 or stop by the Shoemaker Building. In addition to regular services and hours, a special walk-in counseling program is available to students of color every day from 3 to 4 p.m., gay/lesbian/bisexual students, Tuesday-Friday from 3 to 4 p.m. and for students seeking help choosing a major, Wednesdays from 1 to 3 p.m. in the Fall and Spring.

GENERAL INFORMATION

COUNSELING CENTER SERVICES

Personal/Social Counseling You don't have to deal with your problems alone. In a warm and supportive environment, you can meet with a professional counselor to discuss any concern you may have related to your personal and social well-being. Among the topics many students discuss in counseling are self-esteem, stress, relationship issues, sex, family problems, and loneliness. You may see a counselor for individual counseling or join one of the many counselor-led support groups. Call 301-314-7651.

Career Counseling. A normal part of your development in college is identifying who you are in relation to a future career. You can get help with this process in individual career counseling at the Counseling Center. Your exploration may include taking career interest tests and interpreting the results with a professional counselor or taking advantage of a computerized career information system. Whether you are choosing a major, establishing career goals, or considering job opportunities, it is important to understand how your personality, values, and interests relate to your future professional life. Career counseling at the Counseling Center is a good place to begin. Call 301-314-7651.

Academic Skills Counseling. Many students have academic skills that they would like to improve. If you're tired of struggling because of your own weak areas, schedule an appointment to see the Counseling Center's education specialists. They can help you enhance such skills as reading, writing, note-taking, learning science and math material, and learning statistics. Workshops cover a range of topics, including study skills, exam skills, time management, English conversation, end-of-semester survival skills, and completing your thesis or dissertation. Call 301-314-7693.

Workshops and Group Counseling. You can gain strength to deal with your concerns by getting together with other people who share similar problems, interests, and goals. Each semester, the Counseling Center offers weekly support groups addressing a variety of topics, such as career exploration, dissertation support, procrastination prevention, and stress management. Recent group offerings have included, "Caught in the Net," a support group for reducing dependency on e-mail and the Internet; "Circle of Sisters," a support group for black women; "Women, Food, and Obsession with Thinness," which addresses problems of body image and eating; and "Living with Illness," a group that assists people living with chronic illness. Call 301-314-7651.

Support for Students with Disabilities. The Counseling Center provides a range of services for students with disabilities, including help in locating interpreters for deaf or hard-of-hearing students; readers for visually-impaired students, blind students, and students with learning disabilities; and assistance with access to various buildings and facilities on campus. If you are a new or returning student, contact the Disability Support Services Office in the Counseling Center as soon as possible. Call 301-314-7682, voice and TTY.

Returning Students Program. If you are over 25 and returning to school after a break in your formal education, you probably have different needs than the traditional college student. The Returning Students Program is designed to help you with the transition to academic life. Workshops, counseling, and publications are available at the Counseling Center to make your adjustment to the university successful. Call 301-314-7693.

Testing Services. The Counseling Center administers tests for counseling purposes, such as career interest inventories, and also administers national standardized tests, such as the GRE, LSAT, MCAT, GMAT, and Miller Analogies. Call 301-314-7688.

Research Services. Group and individual consultation are available if you need assistance with research design and statistics and writing project proposals, theses, and dissertations. Call 301-314-7687.

Consultation and Evaluation for Parents and Children. Consultation, counseling and child testing are available to assist parents, single parents, and their children (ages 5-14). Call 301-314-7673.

COUNSELING CENTER HOURS

Counseling appointments (all students):
Monday-Thursday 8:30 a.m. to 9 p.m.; Friday 8:30 a.m. to 4:30 p.m.

Students of color: walk-in counseling (no appointment needed): Monday-Friday 3:00 to 4:00 p.m.

Gay/lesbian/bisexual student walk-in counseling (no appointment needed): Tuesday-Friday 3:00 to 4:00 p.m.

Majors walk-in counseling (no appointment needed): Wednesday 1:00 to 3:00 p.m.

CREDIT BY EXAMINATION FOR UNDERGRADUATES

Credit may be earned by examination for any undergraduate course for which a suitable examination has been adopted or can be prepared by the department granting the credit. This option is not available, however, for courses in which the student has been registered beyond the end of the Schedule Adjustment Period, i.e., the first 10 days of classes.

Additional information regarding availability of examinations, applications, fees and other regulations is available from Letters & Sciences (LTSC), Room 1117, Hornbake Library. See William Bisese, 301-314-8418. For more information, consult the online undergraduate catalog at www.umd.edu/catalog.

DINING SERVICES

1109 South Campus Dining,
Mezzanine Level, College Park, MD 20742
Phone: 301-314-8068
Web: www.dining.umd.edu

Maryland Dining Services is a nationally recognized university food service program. Our executive chefs and their culinary teams design, develop, and create menus to delight our customers. Our goal is to support campus academic endeavors and to provide popular and nutritious food in a welcoming setting every day. The Department of Dining Services serves the entire university community. We operate: two main dining halls, two full-service restaurants, 12 cafés and quick food locations, five licensed and franchised food concepts, five convenience shops, a gift basket program, athletic training tables and concessions, catering and a delivery service.

GENERAL INFORMATION

We are where you are - and we welcome students, faculty, staff and visitors into our locations across campus. See you at lunch! For detailed information, menus, and hours of operation visit us a dining.umd.edu.

Dining Plans

…Hungry? We've got food — The Department of Dining Services offers dining plans to suit every appetite and every schedule. There are classic plans required for students in traditional on-campus housing, optional plans for students living in nearby communities, add-on plans for students with large appetites or a desire for even greater convenience and flexibility — and we accept cash and credit cards at all locations.

All of the campus dining plans are accessed through the University of Maryland ID card and use a declining balance point system. You choose when, where and how you spend your points over the course of each semester. You are not constrained to any specific number of visits to the dining room each week. Vegan and vegetarian meals and snacks are available every day in the dining rooms and other locations.

Resident Dining Plans

….plan points are distributed between Resident Points and Terp Bucks Resident Points may be used in the South Campus Dining Room and The Diner, located in the Ellicott community, and at Adele's Restaurant for dinner. Terp Bucks provide students with flexibility – these points may be used in the above locations as well as at additional select locations across campus. Three different-sized plans give freshmen the ability to adjust for their particular eating style and there are nine plans designed to give returning residents even more flexibility.

The Stamp Add-On Plan

….an add-on to the required resident dining plan that gives you the opportunity to customize your plan. This plan is for students on a resident plan who want the convenience and flexibility of being able to eat in the Student Union Food Court using their campus ID. Treat yourself to a change of pace: we feature familiar brand names in a central location.

The Apartment Dining Plan

...is for students not on a resident dining plan. This plan allows you to spend any way you choose with two ways to roll points over to the next semester. Join at any one of four levels depending on how much you think you will eat with us during the semester. This plan is accepted at 27 on-campus locations.

Flexible Hours

Dining locations across campus are open throughout the day. Hours are posted on our Web site. Modifications are made to the hours during semester opening, final exam week, university holidays, for inclement weather, and during the summer.

Student Jobs – Great Pay! No Commute!

Jobs available through Dining Services offer flexible hours, great benefits, opportunities for advancement, and a free meal during your work shift. We offer student employment opportunities in all of our units and have a limited number of positions for Federal Work Study appointments. For more information, visit our Web site or call 301-314-8058.

TERRAPIN EXPRESS STORED VALUE ACCOUNTS

Terrapin Express is a pre-paid debit account — money that you place on hold to be used at over 46 locations across campus.

- Access products and services across campus using UM ID card — no need to carry cash!
- Printers, copiers and cash registers all over campus access your account information.
- Terrapin Express account balances carry over to each new semester, term, or academic year for as long as you want.
- As soon as your UM ID is active in the system, you can place money in your Terrapin Express account
- You control your card on-line: check your balance, view transactions, and report a lost card using your University Common Login.

There are four easy ways to activate your Terrapin Express Account:

1. Stop by the Terrapin Express Office, 1109 South Campus Building Monday through Friday, 8:00 a.m. - 5:00 p.m.
3. Print out the 'Add Money' form on our Web site and mail or fax to the Contract Office
4. Deposit via an on-line credit card transaction using the Testudo Web site
5. Make a credit card deposit by calling our office.

DISCLOSURE OF STUDENT RECORDS (FERPA/BUCKLEY)

The University of Maryland adheres to a policy of compliance with the Family Educational Rights & Privacy Act (FERPA/Buckley Amendment). With certain limitations, this Act requires and it is the policy of the University:

1. To permit students to inspect their education records.
2. To limit disclosure to others of personally identifiable information from education records without student's prior written consent.
3. To provide students the opportunity to seek correction of their education records where appropriate.

Prior consent will not be required for disclosure of educational records to school officials of the University of Maryland who have been determined to have legitimate educational interests.

Certain information has been designated "Directory Information" and will be disclosed without prior consent unless a student files written notice. Directory information includes but is not limited to:

• Name • Address • E-mail address • Participation in Officially Recognized Activities & Sports • Weight and Height of Members of Athletic Teams • Telephone Listing • Dates of Attendance • Date & Place of Birth • Degrees & Awards Received • Full or Part-time Status • Most Recent Previous Educational Institution Attended • Major Field of Study

Students who wish to limit the disclosure of Directory information or wish access to their official records should obtain the appropriate form at the Registrations Counter, Mitchell Building, and return the completed form to the Registrations Counter. **To limit disclosure of Directory information and printing of information in the student directory requests must be made within 3 weeks from the first day of the semester in which the student begins each school year.** Such requests must be filed annually within the above allotted time.

Students alleging University noncompliance with the Family Educational Rights and Privacy Act may file a written complaint with the Family Educational Rights and Privacy Office, United States Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

For complete University policy on access to and release of student data information, see the current edition of the Undergraduate Catalog online at www.umd.edu/catalog.

EMERGENCY WEATHER CONDITIONS

As soon as a decision is made about the university's status in inclement weather, the Office of University Communications undertakes a three-pronged effort to notify the community. Status reports are posted on the university home page www.umd.edu as quickly as possible, normally by 6 a.m. The university's status is also available by calling the **snow hot line at 301-405-SNOW (7669).**

All radio and television stations below are notified by phone, by 6 a.m. If at all possible, check www.umd.edu or the snow hot line first.

Most local media are trying to report hundreds of closings, and they do make mistakes, particularly in confusing the various institutions with "University of Maryland" as part of their names. In addition, the university notifies the media only when we are closed. The Web site and the hot line will always have accurate and up-to-date status information in the event of inclement weather.

The university notifies the following media when weather forces a closing or delayed opening:

Washington Radio

WHFS (99.1 FM)
WPGC (95.5 FM)
WAMU (88.5 FM)
WAVA (1230 AM/105.1 FM)
WETA (90.9 FM)
WTOP/WASH (1500 AM)
WMAL (630 AM)

Baltimore Radio

WBAL (1090 AM)
WCAO (600 AM)

Washington TV

WRC (Channel 4)
WUSA (Channel 9)
Fox WTTG (Channel 5)
WJLA (Channel 7)
NewsChannel 8 (Channel 8)

Baltimore TV

WMAR (Channel 2)
WBAL (Channel 11)
WJZ (Channel 13)
WBFF (Channel 45)

CAMPUS INFORMATION: 301-405-1000

As soon as a decision is made, the Office of University Communications calls all of the media listed above. Although the university tries to insure that its message is used, it cannot control announcements presented on the radio or TV.

UNIVERSITY HEALTH CENTER (UHC)

Web: www.health.umd.edu
Email: health@umd.edu

The University Health Center (UHC) is a nationally accredited health care facility and is recognized as one of the finest on any college or university campus in the nation. Every registered student living on or off campus is eligible to use the health care services and programs provided by the UHC, which is conveniently located on Campus Drive across from the Stamp Student Union.

During the academic school year, the UHC is open Monday through Friday from 8 AM to 7 PM; Saturday from 11 AM to 3 PM; and closed on Sunday. Hours vary during semester breaks and holidays. Services provided at the UHC require appointments; however, a limited number of same-day appointments are available and urgent care services can be accessed during UHC hours. Registered students can call the **After Hours NurseLine (301-314-9386)**, to get free medical advice and information when the UHC is closed.

There is a $10 fee to see most of our providers but some services require additional fees. Dental visits, laboratory tests, radiology, medication dispensed through the pharmacy and medical units, immunizations, allergy injections, casts, physical therapy, mental health counseling, massage, and acupuncture all require additional fees. There is a "*Missed Appointment/Late Cancellation*" fee if appointments are not rescheduled or cancelled within 24 hours of the visit. Charges can be posted to the student's Bursar Account, or paid at time of appointment. If charges are paid for at the UHC, they will not appear on the Bursar Account.

Additional services available at the UHC include Primary Care, Urgent Care, men's and women's reproductive health care, confidential HIV testing, sports medicine, nutrition, mental health, eating disorders, substance abuse, a travel clinic, physical therapy, occupational health, health promotion, Sexual Assault Response and Prevention Programs (SARPP), and the Faculty/Staff Assistance Program. The **Center for Health and Wellbeing** (CHWB), a satellite program of the UHC, provides health promotion programs and services; it does not provide medical services. The CHWB is located in the Eppley Recreation Center and open Monday through Wednesday from 9 am to 7 pm; Thursday, 9 am to 6 pm; Friday, 12pm to 3 pm; and is closed on weekends.

All medical records are strictly confidential and may only be released by the patient's consent or through a court-ordered subpoena. The UHC is compliant with the Federal **Health Insurance Portability and Accountability Act (HIPAA)**.

United HealthCare provides a group health insurance policy to University of Maryland, College Park students. Students are eligible to enroll at the beginning of the Fall and Spring semesters and Summer Session 1. The UHC is an out-of-network provider and does not participate with other health insurance companies. At a patient's request, via a signed Authorization Form, a coded bill will be provided. The patient may submit the coded bill to the insurance company of choice for reimbursable services. Your insurance company may or may not reimburse you for services received at the UHC.

GENERAL INFORMATION

Maryland State Law requires that ALL students living in campus-owned housing receive the meningitis vaccine or sign a waiver stating they have chosen not to receive the vaccine. The vaccine and waiver are available at the UHC. The waiver is available on-line at www.health.umd.edu. For more information, visit the website, email health@umd.edu, or call 301.314.8180.

University Health Center Phone Numbers

Acupuncture 301.314.8184
After Hours NurseLine 301.314.9386
Business Office 301.314.8165
Center for Health and Wellbeing 301.314.1493
Dental Health 301.314.9500
Health Promotion 301.314.8128
Information 301.314.8180
Massage, Therapeutic 301.314.8128
Mental Health 301.314.8106
Pharmacy 301.314.8186
Physical Therapy 301.405.2557
Sexual Assault Response & Prevention Program 301.314.2222
Substance Abuse Program 301.314.8106
Women's Health 301.314.8190

HUMAN RELATIONS CODE

THE UNIVERSITY'S HUMAN RELATIONS CODE PROHIBITS DISCRIMINATION WITHIN THE CAMPUS COMMUNITY ON THE BASIS OF:

- race • age
- marital status • personal appearance
- political affiliation • mental or physical disability
- color • creed • sex
- national origin • sexual orientation
- The exercise of the rights secured by the First Amendment of the United States Constitution. If you feel you have been subjected to any form of discrimination, you may file a complaint with the Office of Human Relations Programs, or with a member of the Equity Council.

EQUITY COUNCIL 301-405-2838

www.umd.edu/eqco

Dr. Robert Waters, (Chair) Office of the President, 405-5793
1119B Main Administration Bldg., rewaters@deans.umd.edu

IDENTIFICATION CARDS

Photo Identification cards should be carried at all times. Students who are not currently registered may not receive a UM identification card. Upon registration, students may obtain a UM identification card at the Office of the Registrar, Student Services Counter, located on the 1st floor of the Mitchell Building. Students must provide a valid photo ID to obtain their UM identification card (i.e. State Driver's License, Passport, etc.). The photo identification card can be used by all students to withdraw books from the libraries, for admission to most athletic, social, and cultural events, and as a general form of identification on campus. Students who have food service contracts must use the photo identification card for admission to the dining halls.

Every faculty/staff member and student is issued only one photo ID card for the duration of their time at the university. There is a replacement charge of $20.00 for lost photo ID cards. If a card was stolen, a police report number must be given prior to the new card being produced to have the fee waived. Broken or damaged cards will be exchanged free of charge only if card is turned into the Registrar's office. **Cards that have received intentional damage (i.e. tampering or holes punched in the card, etc.) will not be replaced free of charge when a new card is issued.** Questions concerning the identification system should be addressed to the Office of the Registrar 301-314-8240.

ID NUMBER, STUDENT

The University of Maryland assigns all students a nine digit "U ID" number, which will become the student's identification number for all university records. This number is displayed on the front of the University ID Card. The University also requires students to provide their social security number, which is used only for a limited number of purposes such as: Federal reporting requirements, employment, financial aid, and IRS reporting.

INTERNATIONAL STUDENT INFORMATION

INTERNATIONAL EDUCATION SERVICES (IES)
3116 Mitchell Building
Phone: 301-314-1469
E-mail: iesadv@deans.umd.edu
Web: www.umd.edu/ies/

IES provides international students at the University of Maryland with advice on immigration matters, economic difficulty, and social and cultural adjustment to U.S. culture and University life. IES provides orientation for all new international students, scholars and faculty, organizes workshops on work authorization, and provides information on immigration, social and cultural activities, and other topics of concern to international students.

Students with F-1 and J-1 status need to be aware of U.S. Citizenship and Immigration Services (USCIS) regulations during their studies. The IES Advisors are available to help clarify these regulations. However, **it is the responsibility of the student** to follow the regulations that pertain to their visa status — extensions of their program, transfers, off-campus employment authorization, practical training and course loads. IES is the only office on campus that can generate and sign documents approved by the USCIS. **All international students in F-1 or J-1 status must be full-time.** In order to maintain full-time student status for immigration purposes all undergraduate students are expected to register for and complete 12 credit hours per semester; graduate students are expected to register for and complete 48 units. **You must get preauthorization from an IES International Student Advisor before you drop below full-time status.**

Students in their final semester of study may register part-time but must complete a part-time registration form found in IES before the semester begins.

SEVIS: Beginning in January 2003 the University of Maryland was required by U.S. law to comply with a new program of the U.S Citizenship and Immigration Services known as SEVIS (Student Exchange Visitor Information System). This requires IES to report to the USCIS detailed and absolutely current information on every F-1 or J-1 student or scholar who is on a University of Maryland's

I-20 or DS-2019. Every semester all F-1 and J-1 students/scholars are required to verify their general information at www.international.umd.edu/ies/267. Please watch for announcements from IES about future changes in immigration regulations on IES News.

Documents: International students must keep their passports valid at all times. I-20 or DS-2019 extensions must be filed at least 30 days prior to the program completion date. The completion date can be found in item 5 of the I-20; Item 3 of the DS-2019. F-1 and J-1 students are required to carry adequate health insurance while attending the university. There are federal regulations for J-1 students, scholars and their dependents requiring health insurance. Students may purchase the health insurance plan offered through the University of Maryland or from another company provided that it meets with the J regulations. F-1 and J-1 students must show proof of health insurance coverage to IES. F-1 and J-1 students must notify the University of any change in address, phone number, or e-mail address. Changes are made through the verification system at www.international.umd.edu/ies/267. Please remember, when traveling abroad, F-1 and J-1 students must have their forms I-20 or DS-2019 endorsed by an International Student Advisor for travel, this signature is valid for 5 months. IES can also offer advice on the renewal of U.S. visas overseas.

IESNEWS is a listserv (messages received on your electronic mail account) managed by the Office of International Education Services. Information distributed on IESNEWS is of interest to international students, scholars, and faculty at the University of Maryland. Topics have ranged from USCIS updates to university events. IESNEWS has also served as a vehicle for distributing important notices. To receive messages from IESNEWS, send a message to LISTSERV@LISTSERV.UMD.EDU. The message should say "Subscribe IESNEWS (first name) (last name);" no quotation marks. You must send the message from your University of Maryland e-mail account, through which you will eventually receive IESNEWS. If you need assistance, you may reach the listserv manager at iesnews@umd.edu.

ENGLISH EDITING FOR INTERNATIONAL GRADUATE STUDENTS

The English Editing for International Graduate Students (EEIGS) program, operating under the aegis of the Graduate School, offers free editing services to international graduate students who must present their dissertations, theses, and other required papers in English. Volunteers from the University's Senior Volunteer Service Corps staff this program.

The EEIGS program operates as follows:

1. Eligible graduate students may request EEIGS services from the program coordinator, Forest Williams (forestw@umd.edu). The request should provide information about the student (name, telephone number, email address, major department and native language) and the project (title, length, due date and whether it is a dissertation, thesis, paper or other written work).
2. The EEIGS coordinator will seek a volunteer editor for each requesting student and report the results to the student. The volunteer will also contact the student to make mutually satisfactory arrangements for editing the paper. That failing, the student may ask the EEIGS coordinator to seek another editor.
3. Students are responsible for providing a hard copy of the paper if the editors request one.
4. The student is expected to inform his or her adviser or the Director of Graduate Studies of the program in which he or she is majoring about the aid being received through this program.

There are also graduate students and others on the University of Maryland campus who offer English language-editing services for a fee. Graduate students and others who will do editing for a fee may be contacted through the Writing Center, Department of English, 0125 Taliaferro Hall, 301-405-3785.

LIBRARIES AT UM

The University of Maryland (UM) Libraries are committed to supporting the research and curriculum needs of the campus community. All UM Libraries provide Information and Research Services, and a Reserves Unit for course materials faculty members have designated as required reading, listening or viewing. Round-the-clock access to the libraries' research collections is always available at www.lib.umd.edu. This is also the place to renew or check due dates, ask a UM librarian a research question, and more.

McKeldin Library is the main library on campus and houses the General Collection, and the East Asia Collection. McKeldin Library also offers an Adaptive Technology Lab for students with disabilities, Interlibrary Loan service, photocopy services, WAM labs, late-night hours, Footnotes Café and an eat-in lounge.
McKeldin is one of eight UM Libraries. The other seven are:
Architecture Library,
Art Library,
Engineering and Physical Sciences Library
Hornbake Library, which houses Archives and Manuscripts, the Maryland Room, the Gordon W. Prange Colection, the Katherine Anne Porter Room, the Library of American Broadcasting, National Public Broadcasting Archives, National Trust for Historic Preservation Library Collection and Nonprint Media Services.
Michelle Smith Performing Arts Library, which houses the International Piano Archives at Maryland and Special Collections in Performing Arts.
Shady Grove Library located off campus
White Memorial (Chemistry) **Library**
For more information, please visit www.lib.umd.edu.

NON-DISCRIMINATION POLICY

The University of Maryland is an equal opportunity institution with respect to both education and employment. The University's policies, programs and activities conform to pertinent federal and state laws and regulations on nondiscrimination regarding race, color, age, national origin, sex, or disability. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act or related legal requirements should be directed to:

Campus Compliance Officer,
Office of Human Relations Programs
1130 Shriver Laboratory, East Wing, University of Maryland
College Park, Maryland 20742
301-405-2839 or www.umd.edu/ohrp

GENERAL INFORMATION

OFF-CAMPUS HOUSING SERVICES

Use Off-Campus Housing Services (OCH) to find housing, list a property, find a roommate, and get information about living off-campus. OCH101, the internet database, provides on-line, real-time listings of available housing that can be searched using various criteria. Students can also use Roommate Finder to create a free profile and search for others with similar housing needs and interests. Available online or in the office are various handouts on searching for housing, transportation, and living off campus. For more information, visit OCH online at www.och.umd.edu, in person at 1110 Stamp Student Union, 301.314.3645 by email at och@umd.edu or by AOL IM at OCHatumd. The office is open Monday-Friday from 10am to 5pm.

PARTICIPATION BY STUDENTS IN CLASS EXERCISES THAT INVOLVE ANIMALS

Students who are concerned about the use of animals in teaching have the responsibilities to contact the instructor, prior to course enrollment, to determine whether animals are to be used in the course, whether class exercises involving animals are optional or required and what alternatives, if any, are available. If no alternatives are available, the refusal to participate in required activities involving animals may result in a failing grade in the course. Departments including courses where animals are used must actively inform students of such courses including, but not limited to, notices in the Catalog.

The University of Maryland, College Park campus, affirms the right of the faculty to determine course content and curriculum requirements. The University, however, also encourages faculty to consider offering alternatives to the use of animals in their courses. In each course, the instructor determines whether the use of animals in classroom exercises will be a course requirement or optional activity. The following departments currently have courses that may require animals to be used in class activities; Animal and Avian Sciences, Biology, Cell Biology & Molecular Genetics, Psychology, and courses with the NRMT prefix.

RESIDENT LIFE

Annapolis Hall, main level
Phone: 301-314-2100
E-mail: reslife@umd.edu Web: www.resnet.umd.edu

The Department of Resident Life is responsible for managing the residence halls, as well as the cultural, educational, recreational, and social programming activities in the residence halls. While living in a university residence hall is not required, nine of every 10 students in Maryland's freshman class make the choice to live on campus. More than 70 professional and graduate staff are complimented by over 400 undergraduate student employees who help meet the needs of resident students.

There are rooms for about 8200 undergraduate students in 36 residence halls. We offer a mix of traditional dorm-style halls, and on-campus apartments and suites. Living-learning programs, including the Jiménez-Porter Writers House, Global Communities Program, CIVICUS Program, Honors, Gemstone Program, the College Park Scholars Program, and Eco-House, all add to the diversity of on-campus housing options. All rooms have separate data lines and cable connections for each student and shared telephone line.

Effective June 2000, the State of Maryland requires all students who reside in on-campus residence halls to either be vaccinated against bacterial meningitis or sign a waiver stating that they have chosen not to receive this vaccination. The meningitis vaccine (or waiver) is available from the University Health Center. For more information students should contact the University Health Center or visit their web site at www.health.umd.edu.

For more information about on-campus housing and our residential policies, including how to apply for housing or how to petition for release from your housing agreement, please visit our website, or contact us directly.

SEXUAL HARASSMENT

Sexual Harassment by University faculty, staff, and students is prohibited by the "UMCP Policy and Procedures on Sexual Harassment." The policy and procedures can be obtained by calling the Office of Human Relations Programs (OHRP) at 301-405-2838. Brochures and posters are available at the same number. OHRP also provides training and education on sexual harassment. If you suspect you have been the target of sexually harassing behavior, or are accused of this type of discrimination, please call OHRP.

THE STUDENT EMPLOYMENT CENTER OF RESIDENT LIFE

The Student Employment Center is a free, centralized service for undergraduate students seeking on-campus employment within the Department of Resident Life. The SEC maintains jobs descriptions of all the student positions for which the Department hires. Positions are available for both residents and non-residents.

Information regarding Graduate Assistantships with the Department of Resident Life is maintained through this office, as well. Applications are available in early December for the following academic year. Applications are generally due around February 1st.

The Student Employment Center is located in Room 2100 Annapolis Hall. Applications for undergraduate hourly paid positions may be obtained daily from 9:00 am to 4:30 pm Monday through Friday. To meet with a staff member, to ask for more specific information, or to determine the staffed office hours, please call 301-314-5111.

TRANSCRIPT SERVICES

Unofficial Transcripts: Unofficial transcripts are available at www.my.umd.edu under the "Academics and Testudo" tab. In the "Grades" box, select "Testudo Unofficial Transcript."

Official Transcripts: If record information is needed for other purposes, please request an official transcript. There is no charge, and for your convenience, there are three ways to request an official transcript:

1. Go to www.my.umd.edu and select the "Academics and Testudo" tab, then "Transcript Request/Status" under Testudo Quick Links.
2. Written requests may be mailed or faxed to the Office of the Registrar. Please include your name or former name, student

identification number or social security number, dates of attendance, destination address and your signature for release. Office of the Registrar, First floor Mitchell Building University of Maryland, College Park, MD 20742, FAX: 301-314-9568

3. Visit the Office of the Registrar, first floor, Mitchell Building. Upon presentation of identification, students who were enrolled 1975 and after can receive up to five copies of their official transcript on the spot.

Note: Generally mail-in and faxed requests are processed and mailed within one to three business days. Testudo requests are automatically processed and mailed the following business day. A transcript cannot be processed if an outstanding debt is owed to the University. Contact the Office of the Registrar, 301-314-8240, if you have any questions.

TRANSFER CREDIT CENTER

The Transfer Credit Evaluation Center provides transfer credit information and assistance to academic advisors as they work with student transfer issues. This service, a joint effort between the Offices of Undergraduate Admissions and the Office of the Registrar, has computerized and consolidated the transfer credit process. Students and advisors work together to decide how courses fit into a student's individual program, while the Center provides information to the campus advising community on course equivalence, credit reports and articulation tables through its online course equivalency database at www.tce.umd.edu.

TRANSPORTATION SERVICES

Regents Drive Garage Building #202 (PG-2)
Phone: Information: 301-314-PARK
PIT Crew services: 301-314-CAR
Shuttle-UM Transit: 301-314-2255
Email: transportation@umd.edu
Web: www.transportation.umd.edu
Transportation Services Office Hours:
Monday – Friday, 8:15 am - 4:00 pm

The Department of Transportation Services is the agency primarily responsible for parking and transit operations on campus. In addition to issuing parking permits and providing shuttle service, the department promotes green commuting options such as Metrochek/Smart Trip benefit savings, bundle pack permits, car-pooling, biking and car- sharing. For additional information and updated parking registration information visit the Department of Transportation web site at www.transportation.umd.edu.

TUTORIAL SERVICES

Tutorial services are available to all eligible UMCP students for most CORE 100- and 200-level classes. Upon request and availability of tutors, higher level-classes might be available as well. Students will be tutored by highly skilled, selectively chosen graduate and undergraduate students. To request a copy of the current tutoring schedule or to request individual tutoring go to the Tutorial Services Coordinator's office in the Academic Achievement Program, 2110 Marie Mount or call 301-405-4745. Students requesting tutoring are required to fill out an internal request form which is available in the Tutoring office 2110 Marie Mount. It is advisable to submit requests early in the semester. Students who are interested in becoming paid tutors should call the office of the Tutorial Services Coordinator at 301-405-4745 or go the Tutoring office in 2110 Marie Mount to pick up an application and to obtain further information.

UNIVERSITY BOOK CENTER

Stamp Student Union
Phone: 301-314-BOOK (2665)
Fax: 301-403-8326
Web: www.ubc.umd.edu

The University Book Center is the official bookstore for the University of Maryland. The store provides the largest selection of used textbooks, general and technical reference books, school supplies, computers, software and the largest selection of Terp clothing and novelties in the country. Students may sell their books back for cash daily.

Part-time positions are available to all students currently registered at the College Park Campus. 75% of our employees are students. Applications for employment are accepted in the store daily, or on our web site. Positions are available at standard hourly rates, and discounts on purchases are provided to all employees.

The Book Center hours of operation are:

Monday – Thursday	8:30 am – 8:00 pm
Friday	8:30 am – 6:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	11:00 am – 5:00 pm

The store will have additional hours during the beginning of school, and for special events. Please call or check our web site for special hours.

VETERANS BENEFITS

Students attending the University under the Veteran's Education Assistance Act may receive assistance and enrollment certification at the Veterans Certification Office in the Registrar's Office on the 1st floor of the Mitchell Building. This office also provides assistance regarding monthly educational benefit checks and vocational rehabilitation services.

It is the responsibility of veterans and dependents receiving VA benefits to notify the Veterans Certification Office of every change of course program. The following types of changes must be reported: credit level or grading option change, change of major, change of address, graduation, academic dismissal or reinstatement actions, and intent to transfer from the College Park Campus. The University Veterans Office is required to notify the U.S. Veterans Administration Office of the above changes to prevent delays in receipt of benefits. Please contact the Veterans Affairs Office on 301-314-8239 with questions.

ACADEMIC INFORMATION

UNDERGRADUATE STUDENT REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

Undergraduate standards for academic performance: Students must achieve a 2.0 GPA. Policy information is outlined below. For additional information see the current Undergraduate Catalog at www.my.umd.edu/catalog

ACADEMIC PERFORMANCE

Undergraduate academic performance is based on a student's grade point average (GPA). Effective Fall 2002 students are required to achieve a 2.0 GPA to maintain satisfactory academic progress. Students with a GPA under 2.0 will be placed on Academic Probation. A GPA under 2.0 is considered unsatisfactory performance. See "How to compute GPA" for an explanation of semester and cumulative GPA.

A minimum of 120 successfully completed course credits is required for graduation in any degree curriculum; however, individual colleges, schools, and departments may establish higher requirements for graduation. Check with your advisor for specific information. If you feel there are special circumstances that make it impossible for you to complete a normal course load, you must meet with an advisor to discuss the circumstances, plans for continued progress toward a degree, and the implications for continued enrollment.

Semester Academic Honors

Semester Academic Honors (Dean's List) will be awarded to students who complete, within any given semester (excluding winter and summer terms), 12 or more credits with a semester GPA of 3.5 or higher. This recognition will be noted on the student's academic record. Courses with grades of P and S are excluded from the twelve credit determination.

Satisfactory Academic Performance

Satisfactory Academic Performance is the achievement of a cumulative GPA of 2.0 or above.

ACADEMIC PROBATION & DISMISSAL

Academic Probation: Students will be placed on academic probation if their cumulative GPA falls below 2.0. Normally, a student is expected to attain a 2.0 cumulative GPA at the end of any probationary semester. Students who fail to achieve a 2.0 cumulative GPA at the end of their probationary semester may be academically dismissed, depending on their credit level as detailed below.

1. Students who have earned 60 credits or more will be dismissed from the University in the event their cumulative GPA remains below 2.0 at the end of their probationary semester.
2. Students who are on academic probation and have earned fewer than 60 credits will be permitted to continue on academic probation if a minimum semester GPA of 2.0 is achieved in each semester of probation.
   - **a.** Full-time students must complete 9 or more credits in each semester. Part-time students will be permitted to satisfy this credit requirement in two consecutive semesters. A completed credit is defined as credit for any course in which a student receives a grade of A, B, C, D, F, P, or S.
   - **b.** Students who meet this requirement will be permitted to continue on probation until the close of the semester (excluding winter and summer terms) in which they attain a cumulative GPA of 2.0.
   - **c.** Students who are on probation will be dismissed if they have not achieved a cumulative GPA of 2.0 at the end of the semester in which they complete 60 credits.
   - **d.** Students who are on probation and attain a cumulative GPA of 2.0 at the end of a winter or summer term will not be subject to dismissal in the subsequent semester.

Academic Probation Conditions: The Office of the Registrar will notify students when they are placed on academic probation. Such notices will include a requirement that the students consult an academic advisor in their college early in the probationary semester and in no event later than the beginning of the early registration period for the next semester. The Office of the Registrar will notify the colleges of students who are placed on academic probation and will note the academic probationary status on the students' academic record.

- **a.** Academic advisors will assist students in developing appropriate plans for achieving satisfactory academic performance.
- **b.** Students who are placed on probation will not be allowed to add or drop courses, or register without the approval of an academic advisor in their college.

Academic Dismissal:

1. Students who have earned 60 or more credits will be dismissed if their cumulative GPA remains below 2.0 for two consecutive semesters (excluding winter and summer terms). Students who attained a cumulative GPA of 2.0 in the preceding winter or summer term will not be subjected to dismissal.
2. Students who have earned fewer than 60 credits will be dismissed following any probationary semester in which they fail to attain a minimum 2.0 semester GPA and complete the requisite credits detailed under 'Academic Probation.'
3. Students who have been academically dismissed and who are reinstated will be academically dismissed again if a cumulative GPA of at least 2.0 is not achieved by the end of the first semester after reinstatement. Reinstated students will not be allowed to add or drop courses, or to register during any semester without the approval of an academic advisor in their college, unless a cumulative GPA of at least 2.0 is achieved.
4. The Office of the Registrar will notify the appropriate University offices when students are academically dismissed and will note the dismissal on the students' academic record.
5. The Office of Undergraduate Admissions will notify students in writing when they are dismissed. The notices will include a statement that registration for the next semester (excluding winter or summer terms) will be canceled.
6. Normally, a student dismissed for academic reasons must wait out one semester (fall or spring) before reinstatement. Exceptions will be determined by the Faculty Petition Board. Applications and information about the reinstatement process can be obtained from the Office of Undergraduate Admissions, which is responsible for administering the reinstatement process in coordination with the Faculty Review Board.

ACADEMIC INFORMATION

HOW TO COMPUTE (GPA) Grade Point Average

Requirements for satisfactory academic progress are based on grade point average (GPA). GPA is computed by dividing the total number of quality points accumulated in courses for which a grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F has been assigned by the total number of credits attempted in those courses. Courses for which a mark of P, S, I, NGR or W has been assigned are not included in computing the GPA.

Each letter grade has a numerical value: A+, A, A- = 4; B+, B, B- = 3; C+, C, C- = 2; D+, D, D- = 1; F = 0. Multiplying this value by the number of credits for a particular course gives the number of quality points earned for that course.

An example of how a Semester and Cumulative GPA are calculated is shown:

Course	Credits Attempted	Grade	Quality Points
ENGL 101	3	C+	6
MATH 110	3	B	9
BSCI 106	4	A	16
PSYC 100	3	D-	3
HIST156	3	F	0
Current Semester Totals		16	34
Previous Semester Totals		27	74

SEMESTER GPA =

SEMESTER QUALITY POINTS / SEMESTER CREDITS ATTEMPTED = 34 / 16 = 2.125

CUMULATIVE GPA =

TOTAL QUALITY POINTS / TOTAL CREDITS ATTEMPTED = 108 / 43 = 2.511

(See ***Repeating Courses*** on next page to determine the effect of repeated courses in the calculation of GPA)

ADDING AND DROPPING COURSES

The first ten day of classes during Fall and Spring semesters are designated as the Schedule Adjustment Period. A similar period of time is designated for summer sessions and Winter Term. During the Schedule Adjustment period students can add, drop or change course sections. Part-time students should pay particular attention to Deadlines in this Registration Guide to avoid incurring additional charges.

Courses added during the schedule adjustment period will appear on the student's permanent record along with courses previously added. Courses dropped during the schedule adjustment period will not appear on the student's permanent record.

Drop Policy: The drop period for undergraduate students will begin at the close of the schedule adjustment period and terminate at the end of the tenth week of class. During this drop period a student may drop a maximum of four credits. If a course is more than four credits, the student may drop the entire course. In the case of a variable credit course, the credit level may be reduced by up to four credits.

Courses dropped after the schedule adjustment period will be recorded on the student's transcript with a "W" notation. This mark is not used in computing the semester or cumulative GPA.

REPEATING COURSES

1. Students may have one repeat of any given course in which a grade of A, B, C, D, F, P, S, W or AUDIT has been earned on their records. If a course is repeated in which a student already has earned a grade of A,B,C,D,P, or S, the subsequent attempt will not increase the total credits earned toward the degree. All attempts at a given course resulting in one of the above noted grades will be included in the computation of the grade point average.
2. A student may register for a course NO MORE THAN TWO TIMES. A course dropped with a "W" notation will count as one of these two registrations. If a student withdraws from all courses during a semester these courses will not count as one of the two registrations.
3. Incompletes—The mark of 'I' cannot be removed through re-registration for the course or through "credit by examination." An "I" mark is not used in the computation of quality points or cumulative grade point average
4. For complete information on the Repeat Policy see below or your academic advisor. Students who need additional information about the STANDARDS FOR SATISFACTORY UNDERGRADUATE PROGRESS OR ABOUT OTHER ACADEMIC POLICIES AND REQUIREMENTS AT College Park should immediately contact an ACADEMIC ADVISOR in their college or department.

REPEAT POLICY-UNDERGRADUATE STUDENTS

The following policies apply to ALL courses that may not be repeated for additional credit.

1. The following students are required to follow the new Repeat Policy:
   - **a.** All new freshmen who began at UMCP Fall 1990 and after.
   - **b.** All transfer students.

Exceptions:

- Students from Maryland Community Colleges who began at UMCP Fall 1990 and after
- Students attending UMBC's College of Engineering from Fall 1990 through Fall 1991.

2. There is a limit to the number of times a ***student may repeat a course. Students may have ONE repeat of any course in which they earned an A, B, C, D, (including + and - notations) F, P, S, W, NGR, or Audit;*** they cannot be registered (after the Schedule Adjustment Period) for any given course more than twice. A student's Dean's Office may grant an exception allowing an additional course repeat. In this case, students must present a plan for successfully completing the course. **All attempts WILL be counted toward the total limit for repeatable credits.**
3. Students may repeat no more than 18 credits.
4. The grade point average will include all attempts at a given course that results in a grade of A, B, C, D, or F. However, to help **freshmen and transfer students** adjust to the UMCP campus, the following two exceptions allow for the cumulative G.P.A. to be calculated so that **only the higher grade is included:**
   - **a.** When the repeated course was taken within the student's first semester at UMCP, ***or***

b.. When the repeated course was taken within the student's first 24 credit hours attempted (including transfer credits) or within the semester during which the student reached the 24th credit hour attempted

5. Any grade earned in prior attempts of a repeated course will appear on the student's transcript, regardless of whether the grade is dropped from, or averaged into, the cumulative grade point average.
6. Repeat by transfer—If a student repeats by transfer a course that was taken before or during the semester in which the student reached 24 credits attempted (including transfer credits) and the transfer grade is higher, then the original grade in the course will be excluded from the G.P.A. calculation.

- If the course was taken after the semester in which the student reached 24 credits attempted, then the transfer course will not exclude the original grade in the G.P.A. calculation. Special exceptions can be requested by the student's college dean in unusual circumstances.

COLLEGE OF EDUCATION - *REPEAT POLICY*

This policy applies only to students enrolled in a teacher education program in the College of Education

- All registrations in student teaching, regardless of whether a student withdraws or takes a leave of absence, will be counted as an attempt under the campus repeat policy. Only two registrations will be allowed.
- After two registrations, further attempts at student teaching must be approved by the department and school system professionals involved in the candidate's student teaching experience.

COURSE NUMBERING SYSTEM

Number	Eligibility
000-099	Non-credit course
100-199	Primarily courses for first-year students
200-299	Primarily sophomore course
300-399	Junior, senior course not acceptable for credit toward graduate degrees
400-499	Junior, senior course acceptable for credit toward some graduate degrees
500-599*	Professional School course (Dentistry, Law, Medicine) or post-baccalaureate course (not for graduate degree credit)
600-899	Course restricted to graduate students
799	Masters Thesis credit
899	Doctoral Dissertation credit

Note: Courses with last digit of 8 or 9 can be repeated for additional credit

Undergraduates - eligible to register for courses numbered 000-499.

Graduates - eligible to register for courses numbered 400-899.

**Not applicable to Graduate or Undergraduate degrees, and not included in GPA calculations.*

FULL-TIME STATUS

FULL-TIME STATUS FOR UNDERGRADUATE STUDENTS WILL BE BASED ON REGISTRATION FOR 12 OR MORE SEMESTER HOURS. Official status (either full-time or part-time) for academic purposes will be determined on the basis of a student's registration at the end of the Schedule Adjustment Period. The Schedule Adjustment Period is defined as the of classes.

FULL-TIME STATUS is based on the following criteria:

1. Registered for 12 or more semester hours at the end of the Schedule Adjustment Period.
2. Courses registered for **AUDIT** are not included in the calculation of credits for full-time status.
3. UMEI PROGRAM: Students enrolled in UMEI 001-004 are considered full-time students. If enrolled in UMEI 005 (semi-intensive), to meet the full-time requirement, undergraduate students must also register for 6-8 credits appropriate to their program.
4. ENCO/COOP: Students enrolled in Engineering Coop and Cooperative Education programs are considered full-time students.

NOTE: Students on scholarships and grants are expected to maintain a semester credit load of 12 hours. If the registration of a student with a scholarship or grant falls below the required credit hours, the scholarship or grant may be cancelled. Cancellation of a scholarship or grant without subsequent payment of amounts due will lead to an indebtedness to the University. Such indebtedness can in turn lead to severance of services by the University. Students receiving financial aid are strongly encouraged to contact a financial aid counselor prior to dropping below full time status. Additional information may be obtained from the Office of Student Financial Aid, Room 0102 Lee Bldg., 301-314-9000

International students on F-1 and J-1 student visas must also maintain full-time status throughout each semester according to Federal regulations governing F-1 and J-1 students. Please contact an advisor in IES at 301-314-7744 if you have any questions concerning full-time status.

UNDERGRADUATE STUDENT CLASSIFICATIONS

Freshmen	1-29 semester hours
Sophomore	30-59 semester hours
Junior	60-89 semester hours
Senior	90 to at least 120 semester hours

MAJOR CHANGES

If you wish to process a major change, go to the college associated with your desired new major to obtain approval, advisement information, and process the change. Changes can be made with an advisor using the Student Information System Major Change Processor.

Students contemplating a change in major to Architecture, Business & Management, Engineering, Government & Politics, Journalism, Landscape Architecture or Psychology should contact the Office of Undergraduate Admissions, 314-8385 for additional information and an up-to-date list of special admission requirements for these majors. Students considering majoring in Education should contact the College of Education. Students with fewer than 45 credits not admitted directly into these programs

may be admitted to the Division of Letters and Sciences, by going to the Undergraduate Advising Center and indicating a desire to do so.

Second Major: A student wishing to complete a second major in addition to his/her primary major, must obtain written permission from both the Dean of the primary major college and the Dean of the secondary major college.

Minors: Students should contact the academic college associated with a desired minor for information on enrollment.

NOTE: A student must be enrolled in the major & minor programs from which he or she plans to graduate when registering for the final 15 hours of the baccalaureate program.

Second Degree: Refer to the Undergraduate Catalog for Second Degree information.

FOREIGN LANGUAGE PLACEMENT

All students are expected to enroll in courses at the highest level appropriate to their prior experience. Advisors in the School of Languages, Literatures and Cultures invite any and all queries related to placement. Please review the per unit placement guidelines herein, as well as within specific course descriptions. Some exceptions may be granted in cases of a lapse of 4-5 years.

For information about language departments, see:
www.languages.umd.edu

ARAB: contact Dr. Alaa Elgibali: elgibali@umd.edu

CHIN: All students who have had a learning experience in Chinese before taking classes at Maryland, or who have some spoken proficiency in Chinese, MUST take a placement test. For places and times, and for more information, please see www.languages.umd.edu/chinese/PlacementTest.html

FREN: For Fren103, 203, 204, see following specific guidelines. Only Course Chairperson or Advisor can give exception to this policy.

FREN103: Intensive Elementary French: for students with zero to two years of high school French. No fluent/native speakers.

FREN 203: Intensive Intermediate French: for students with two to three years high school French or Fren103. No fluent/native speakers.

FREN 204: French Grammar and Composition: for students with four or more years of high school French or Fren203. No fluent/native speakers

For placement in higher-level courses, contact Dr. Carol Mossman: cmossman@umd.edu.

GERMAN: For GERM103, 203, 204, see following specific guidelines. Only Course Chairperson or Advisor can give exception to this policy.

GERM103: Intensive Elementary German: for students with zero to two years of high school German. No fluent/native speakers.

GERM203: Intensive Intermediate German: for students with two to three years high school German or GERM103. No fluent/native speakers.

GERM204: German Grammar Review: for students with four or more years of high school German or GERM203. No fluent/native speakers

For placement in higher-level courses, contact Dr. Gabriel Strauch: gstrauch@umd.edu.

ITALIAN: For ITAL103, 203, 204, see following specific guidelines. Only course chairperson or advisor can give exception to this policy.

ITAL103: Intensive Elementary Italian: for students with zero to two years of high school Italian. No fluent/native speakers.

ITAL203: Intensive Intermediate Italian: for students with two to three years high school Italian or Ital103. No fluent/native speakers.

ITAL204: Review Grammar and Composition: for students with four or more years of high school Italian or Ital. No fluent/native speakers.

For placement in higher-level courses, contact Dr. Giuseppe Falvo: gfalvo@umd.edu.

JAPANESE: Students with prior experience in Japanese MUST take a placement test, if possible before registering for a course. Details about the test, including upcoming dates and an online application, may be found via the following link:
www.languages.umd.edu/aee/Japanese/placement_middle.htm
For questions, contact Dr. Lindsay Yotsukura : ly@umd.edu

KORA: See individual course descriptions. For questions, contact Dr. Robert Ramsey : ramsey@umd.edu

PERS: See individual course descriptions. For questions, contact Dr. Admad Karimi-Hakkak : karimi@umd.edu

PORT: See individual course descriptions. For questions, contact Dr. Regina Igel: ri@umd.edu

RUSS: See individual course descriptions. For questions, contact Dr. Elizabeth Papaziau: papaziau@umd.edu

SPANISH: For Span103, 203, 204, 207, 211, see following specific guidelines. Exceptions to this policy can only be made by Departmental Advisor or her representative. Please be prepared to show high school transcript for exceptional cases.

SPAN103: Intensive Elementary Spanish: for students with zero to two years of high school Spanish with A or B; three years with C or below. No fluent/native speakers.

SPAN203: Intensive Intermediate Spanish: for students with two to three years high school Spanish with A or B; 4 years with C or below, or Span103. No fluent/native speakers.

SPAN 204, 207, 211: for students with four or more years of high school Spanish with A or B or Span203 or equivalent. No fluent/native speakers

For placement in higher-level courses, contact Karen Remson: kremson@umd.edu.

COLLEGE FOREIGN LANGUAGE REQUIREMENTS

College of Arts and Humanities Requirement: Students will demonstrate foreign language proficiency in one of the following ways.

1. Successful completion of level four (4) in one language in high school.
2. Successful completion of a foreign language sequence specified by the College of Arts and Humanities. Contact college for details.

3. Submit official documentation verifying native speaker proficiency. Contact college for details.

Philip Merrill College of Journalism Requirement. Completion of two courses at a minimum, with at least one course at the intermediate level: no more than one course at the introductory level. (High School equivalence does not satisfy this requirement.) Students may opt for a quantitative reasoning track in lieu of the language skills requirement.

PASS-FAIL OPTION (UNDERGRADUATE STUDENTS)

1. To register for a course under the pass-fail option, an undergraduate must have completed 30 or more credit hours with a G.P.A. of at least 2.0. At least 15 of these credit hours must have been completed at UMCP with a University of Maryland G.P.A. of at least 2.0
2. Courses for which this option applies must be electives in the student's program. The courses may not be college, major, field of concentration, or general education program requirements.
3. Only one course per semester or one course per summer session may be registered for under the pass-fail option.
4. No more than 12 semester hours of credit may be taken under the pass-fail option during a student's college career.
5. Students may not choose this option when re-registering for a course.
6. When registering under the pass-fail option, a course that is passed will count as hours in the student's record but will not be computed in the grade point average. A course that is failed will appear on the student's record and will be computed both in the overall average and in the semester average.

NOTE: CHANGES OF GRADING OPTION MAY BE PROCESSED ONLY DURING THE FIRST TEN DAYS OF CLASSES. GRADUATE STUDENTS are not eligible for the PASS-FAIL grading option.

UMEI PROGRAM

Students enrolled in UMEI 001-004 are considered full-time students. Undergraduate students enrolled in UMEI 005 (semi-intensive) must also register for 6-8 credits appropriate to their program to meet the full-time requirement. Graduate students who are required to take English (e.g. UMEI 005, 006, 007 or 008) may also enroll in academic courses. The number of courses the student may enroll in while taking required English courses depends on (1) the specific English course the student is required to take, and (2) the number of units the academic course carries.

Although UMEI courses are not credit bearing, each course is assigned a credit and a unit equivalent:

UMEI 005 = 6 credit equivalence = 6 units each = 36 units
UMEI 006 = 2 credit equivalence = 2 units each = 4 units
UMEI 007 = 3 credit equivalence = 4 units each = 12 units
UMEI 008 = 2 credit equivalence = 2 units each = 4 units

International graduate students must be enrolled in 48 units to maintain their full-time status and are permitted to enroll in no more than 52 units. Students who exceed 52 units must contact their department for permission to take the overload. Neither MEI or IES approves of students exceeding 54 units as this practice typically places international students at risk.

DEVELOPMENTAL MATH COURSES

MATH 003, 010, 011, 013 and 015

These non-credit courses carry credit only for billing and determination of full-time and part-time status. These courses are excluded from the calculation of semester and cumulative grade point average. Fees for Developmental Math courses are listed on page 39. These fees are assessed in addition to tuition charges. Refunds for tuition and this special mathematics fee are explained on page 10. For more information, contact the Mathematics Department at 301-405-5053.

EXPECTATIONS FOR ADVISING

The following set of principles allows both students and advisors to have a clear understanding of their roles and individual responsibilities. Advising may be conducted at several levels and by different people. Each academic unit has the discretion in the establishment of its advising plan to address the issue of who provides the advising. Several types of advising are listed below:

- Basic advising directed at the identification and satisfaction of university, program, and departmental requirements.
- Advising directed at identifying and evaluating potential academic majors and careers.
- Advising directed at evaluating choices within academic majors.
- Advising directed at upper-level students on career options, graduate school, etc.
- Advising that focuses on personal development. This is a mentoring process, which may or may not develop between a student and a faculty or staff member.

The student can expect:

- Access to four-year degree templates for each academic program.
- Accurate and up-to-date information about departmental programs.
- Reasonable access to faculty and advisors throughout the semester.
- Adequate staffing to offer advising to all new students at orientation and all early registrations.
- Faculty and advisors with an up-to-date knowledge of departmental and university programs and requirements.
- Transfer evaluation completed within the first semester at UMCP for all students transferring to College Park.
- An individualized audit prepared on request when the student has completed 75 credits and is within three semesters of his/her expected graduation.

At the same time that the student has expectations for the advising process, the advisor also has expectations. Among these expectations are:

- The student must recognize that the final responsibility for his/her education is his/her own. Advisors can only help.
- The student reads university, college. and departmental materials (such as the catalog, regulations listed in the schedule of classes, departmental handbooks, handouts about the options and sequences in the student's major) before coming to see an advisor.
- The student recognizes that there are different types of advising and different people to do the different types of advising. The

student should ask appropriate questions for the different kinds of advisors. For example, faculty are best able to advise on career opportunities and grad school; college advisors know university regulations; departmental advisors understand major requirements and course sequences; peer advisors know the most about individual instructor teaching styles and course workload expectations.

- The student understands that no single advisor can answer everything.
- The student should schedule an advising appointment well ahead of the scheduled date for registration. Students not planning ahead may find advisors unavailable for last minute consultations.
- Students unable to keep appointments should notify the advisor.
- The student prepares an academic plan and a proposed schedule of classes before coming to see an advisor. The student should bring these and other appropriate material lo the advising session.
- The student has an agenda for the advising session that includes items to be discussed and questions to be answered.

STATEMENT OF EXPECTATION OF PROGRESS TOWARD A DEGREE

Full-time students are expected to complete the Undergraduate programs at the University of Maryland in four years. In order to graduate in four years, students must plan carefully in consultation with an academic advisor, declare a major early, and complete 30 credits each year, which is usually accomplished by completing a normal course load of 14 to 16 credits each semester and by completing general education and major requirements in a timely manner. Students who change majors, who declare a major late in the sophomore year, who enroll in a limited number of select programs, or who take advantage of certain special opportunities that enrich the undergraduate experience may require up to five years to complete a degree. All students should develop and regularly review a multi-year course-plan for completing their intended programs. If a student has special circumstances that make it impossible to complete a normal course load, the student should meet with an advisor to discuss the circumstances, the student's plans for continued progress toward a degree, and the implications for full-time enrollment.

FOR STUDENTS ADMITTED AS FRESHMEN BEGINNING FALL 2005

UNIVERSITY OF MARYLAND STUDENT ACADEMIC SUCCESS-DEGREE COMPLETION POLICY

University of Maryland policy stipulates that full-time degree seeking students are expected to complete their undergraduate degree program in four years. To meet this expectation, students must plan carefully in consultation with an academic advisor; complete 30 credits each year (which is usually accomplished through a course load of 14 to 16 credits per semester); satisfy general education, prerequisite and other course requirements with acceptable grades in a timely manner; and meet the benchmarks. Academic units provide the benchmarks and sample templates of multi-semester plans leading to four-year graduation. Students are required to map out individualized four-year plans, consistent with these guidelines and benchmarks, and are responsible for updating them as circumstances change. Students who do not meet benchmarks are required to select a more suitable major. Students who change majors must submit a realistic graduation plan to the academic unit of the new major for approval. Any student who completes ten semesters or 130 credits without completing a degree is subject to mandatory advising prior to registration for any subsequent semester. Students with exceptional circumstances or those who are enrolled in special programs are required to develop a modified graduation plan that is appropriate to their situations. In all cases, students are responsible for meeting progress expectations and benchmarks required for their degree programs.

Every student should contact his or her college or department advisor to obtain the relevant materials for developing four-year graduation plan and required benchmarks.

For information about this policy visit:
www.ugst.umd.edu/academicsuccess.html and
www.ugst.umd.edu/faqs-successpolicy.html

ATTENDANCE AND ASSESSMENT POLICY

ATTENDANCE

1. The University expects each student to take full responsibility for his or her academic work and academic progress. The student, to progress satisfactorily, must meet all of the requirements of each course for which he or she is registered. Students are expected to attend classes regularly, for consistent attendance offers the most effective opportunity open to all students to gain command of the concepts and materials of their courses of study. Except as provided below, absences will not be used in the computation of grades, and the recording of student absences will not be required of the faculty.
2. It is the policy of the University to excuse the absences of students that result from the following causes: illness of the student, or illness of a dependent as defined by Board of Regents policy on family and medical leave; religious observance (where the nature of the observance prevents the student from being present during the class period); participation in university activities at the request of University authorities; and compelling circumstance beyond the student's control. Students claiming excused absence must apply in writing and furnish documentary support for their assertion that absence resulted from one of these causes. (At the request of the Senate Executive Committee, The Health Center will no longer give out pink slips that a student has been seen at the center. Consequently, each instructor should carefully consider his or her own class rules regarding documentation for an absence due to illness.)
3. In some courses, attendance and in-class participation are ongoing requirements and an integral part of the work of the course. In other courses, occasional in-class assessments may occur, sometimes without advance notice. It is the responsibility of the instructor to inform each class at the beginning of the semester of the nature of in-class participation expected and the effect of absences on the evaluation of the student's work in the course.

4. Absences in courses where in-class participation is a significant part of the work of the course shall be handled by the instructor in the course in accordance with the general policy of his or her academic unit.
5. Permanent changes in the scheduling or location of classes must be approved by the chair, the director or the dean of the department, non-departmentalized school or college, as appropriate.

ASSESSMENT

1. The University provides students with excused absences the opportunity to reschedule significant assessments, except in cases where the nature of the assessment precluded the possibility of rescheduling, OR to perform a substitute assignment without penalty. An instructor is not under obligation to offer a substitute assignment or to give a student a make-up assessment unless the failure to perform was due to an excused absence, that is, due to illness (of the student or a dependent), religious observance (where the nature of the observance prevents the student from being present during the class period), participation in University activities at the request of University authorities, or compelling circumstances beyond the student's control. Students claiming excused absence must apply in writing and furnish documentary support for their assertion that absence resulted from one of these causes. The make-up assessment or substitute assignment must be at a time and place mutually agreeable to the instructor and student, cover only the material for which the student was originally responsible, and be at a comparable level of difficulty with the original assessment. In the event that a group of students requires the same make-up assessment or substitute assignment, one time and place may be scheduled. The make-up assessment or substitute assignment must not interfere with the student's regularly scheduled classes or in-class final examination.

   Students who have a concern regarding religious observances should see their instructors at the start of the semester. Although the University attempts to accommodate the religious beliefs of all of its members, it functions within a secular environment and is limited in the extent to which it can interrupt its normal operations. The President shall determine when it is appropriate for the campus community to restrict scheduling examinations or other significant assessments on the dates of religious observance.

   At this time, examinations or other significant assessments may not be scheduled on Rosh Hoshanah, Yom Kippur, Good Friday, or the first two days of Passover.

   In cases of dispute, the student may appeal to the chair, the director or the dean of the department, non-departmentalized school or college offering the course within one week from the date of the refusal to schedule a make-up assessment. In those instances where the instructor is the chair, director or dean, the appeal shall be made to the next higher administrative officer, whose decision shall be final.
2. The student must notify his or her instructor of the reason for absence as soon as possible. Where the reason for absence from a scheduled assessment is known well in advance (for example, in cases of religious observance or participation in university activities at the request of University authorities), the student must inform the instructor by the end of the schedule adjustment period. Prior notification is especially important in connection with final examinations, since failure to reschedule a final examination before conclusion of the final examination period may result in loss of credits during the semester. Where the reason is not known well in advance (for example, in cases of illness or compelling circumstances beyond the student's control), the student must inform the instructor as soon as the reason develops, or as soon as possible after its development.
3. Ordinarily, assessments are given during class hours in accordance with the regularly scheduled (or officially "arranged") time and place of each course listed in the schedule of Classes. No less than seven calendar days' notice shall be given for assessments scheduled at other times and places. It shall be the instructor's responsibility to ensure that the change in schedule does not interfere with any student's regularly scheduled classes or in-class final examinations. It is the responsibility of the student to be informed concerning the dates of announced quizzes, tests, and examinations. Performance assessments may take a variety of forms and need not be classroom-based written examinations.
4. A final examination shall be given in every undergraduate course. Exceptions may be made with the written approval of the chair, the director or the dean of the department, non-departmentalized school or college, as appropriate. However, a student's final course grade shall be based on a combination of assessments that is at least the equivalent of a comprehensive final examination. No final examination or equivalent may be given or due during the last week of classes. All in-class final examinations must be held on the date and at the time listed in the Official Final Examination Schedule. Out-of-class final examination or equivalent assessments shall be due on the date and at a time listed in the Official Final Examination Schedule.
5. The chair, the director or the dean of the department, non-departmentalized school or college, as appropriate, is responsible for the adequate administration of assessments in courses under his or her jurisdiction.
6. No in-class assessment shall exceed the allotted time for a regularly scheduled class period. In the case of in-class final examinations, the time allotted shall not exceed the scheduled final examination period.
7. Each student shall be given the instructions and performance requirements for all assessments intended to require more than one-half class period in a form translatable to hard copy, unless the chair, the director or the dean of the department, non-departmentalized school or college, as appropriate, has authorized another procedure. The instructions and requirements of the assessment shall be achieved in an appropriate medium in a suitable place.
8. The following rules shall govern all in-class examinations, unless the instructor for a specific course stipulates alternate rules for that course. A breach of any of the rules shall constitute "disruption of class," a disciplinary offense (Code of Student Conduct, section 9 (m), or may serve as the basis of an allegation of academic dishonesty.

a. Students arriving late for an examination may not unreasonably disrupt the examination room.

b. Students must leave all unauthorized materials (e.g., books, notes, calculators) with the proctor before being seated.

c. Where seating arrangements are established by proctors, student must conform to these arrangements.

d. Students may not return to an examination room after leaving, unless permission to do so has been granted by the proctor prior to the student's departure.

e. Students must cease conversation prior to the passing out of examination papers and maintain silence during the entire examination period.

f. Students must place examination papers face down on the writing desk until the examination is officially begun by the proctor.

g. Students must keep examination papers flat on the writing desk at all times.

h. Students at an examination must be prepared to show current University identification.

9. Each faculty member is to retain, for one full semester after a course is ended, the students' final assessments in the appropriate medium. If a faculty member goes on leave for a semester or longer, or leaves the University, the final assessments and grade records for the course must be left with the chair, the director or the dean of the department, non-departmentalized school or college, as appropriate.

STUDENT CONDUCT

STUDENT CONDUCT AT MARYLAND OFFICE OF STUDENT CONDUCT

The primary purpose for the imposition of discipline in the university setting is to protect the campus community. Consistent with that purpose, reasonable efforts are also made to foster the personal and social development of those students who are held accountable for violations of university regulations. Compared to disciplinary systems at many universities, Maryland students are given unusual authority and responsibility for management of the campus process. Membership on the student judiciary is an extraordinary educational experience, and opportunity to be of service to the community, and a personal honor.

Cases that may result in suspension or expulsion are heard by conduct boards, comprised entirely of students. Less serious cases are resolved in disciplinary conferences conducted by University staff members. Students are accorded substantial procedural protections, including an opportunity for a hearing and an appeal. Acts of violence (including any sexual assault), intimidation, disruption, or rioting; substantial theft or vandalism; fraud or forgery; use or distribution of illegal drugs; and any Code of Student Conduct violation motivated by considerations of sex, race, ethnic origin, sexual orientation or religion are forms of misconduct that most frequently result in dismissal from the university.

Students accused of violating University disciplinary regulations are encouraged to discuss the allegations with their parents or guardians, legal counsel, and with appropriate University staff members. For example, international students are encouraged to review the charges against them with an advisor in the International Education Services Office.

Prohibited Conduct

A complete list of conduct considered prohibited by the University is available through the Undergraduate Catalog or through the Office of Student Conduct website at www.studentconduct.umd.edu. The following is general notice of what constitutes prohibited conduct and is subject to disciplinary action:

- Causing physical harm or apprehension of harm
- Use, possession or storage of any weapon
- Initiating or causing to be initiated a false report, warning or threat of fire, explosion or other emergency
- A criminal offense committed off-campus
- Violating the terms of any disciplinary sanction
- Misusing or damaging fire safety equipment
- Distribution or possession for purposes of distribution of any illegal drug
- Furnishing false information to the University
- Making, possessing, or using any forged, altered, or falsified instrument of identification
- Interfering with the freedom of expression of others
- Theft of property or of services; possession of stolen property
- Destroying or damaging the property of others
- Engaging in disorderly or disruptive conduct
- Failure to comply with the directions of University officials
- Violation of published University regulations or policies including the residence hall contract, alcohol policy, and parking regulations.
- Use or possession of any illegal drug
- Use or possession of fireworks on University premises.
- Engaging in serious misconduct on or off-campus related to university-sponsored activities, including athletic events. Such misconduct is defined as rioting, assault, theft, vandalism, arson, or breach of the peace and may result in suspension or expulsion.

For more information regarding student conduct issues at Maryland call 301.314.8204 or visit www.studentconduct.umd.edu.

Rioting

The University has experienced several celebrations that turned into riots in recent years that have caused significant disruption and damage to the local community. Students are advised that effective Spring 2006, acts of rioting, assault, theft, vandalism, fire-setting, or other serious misconduct related to a University-sponsored activity, including athletic events, may result in suspension or expulsion. Conduct that occurs either on or off-campus will be subject to disciplinary action regardless of any criminal charges.

Drug and Alcohol Abuse Policy

The illegal or abusive use of drugs or alcohol by members of the campus community jeopardizes the safety of the individual and the campus community, and is inimitable to the academic learning process. The University of Maryland is therefore committed to having a campus that is free of the illegal or abusive use of drugs and alcohol. In keeping with this commitment, it is the policy of the University that the illegal or abusive use of drugs or alcohol is prohibited on University property or as part of University activities. This POLICY is to notify students of prohibited conduct and disciplinary actions which may result from violation of University policy.

Prohibited Conduct: Drugs

The Code of Student Conduct prohibits, on University premises or at University sponsored activities, the
1) unauthorized distribution; **2)** possession for purposes of distribution **3)** use; or **4)** possession of any controlled substance or illegal drugs.

"Controlled substance" and "illegal drugs" prohibited under the Code are set forth in Schedules I through V in Article 27, part 279 of the Annotated Code of Maryland.

Prohibited Conduct: Alcohol

The Code of Student Conduct prohibits the violation of published University regulations or policies regarding the possession, use or distribution of alcoholic beverages, as approved and compiled by the Vice-President for Student Affairs. These policies, generally described below and subject to amendment from time to time, are available for public inspection during normal business hours in the Office of Student Conduct.

The Resident Life Alcohol Policy controls the use, possession or distribution of alcohol in campus residence halls. This policy prohibits the possession or use of alcohol by any student under the age of 21 or the furnishing of alcohol to a person known to be under the age 21. It prohibits common containers (such as a keg or punchbowl) the sale of alcohol, and parties involving alcohol. Students of legal drinking age may consume alcohol in their rooms, suites or apartments only.

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The Office of Campus Program Alcohol Policy controls the use, possession, or distribution of alcohol by students on University premises or at University sponsored activities. This policy prohibits the possession or use of alcohol by any student under the age of 21 or furnishing of alcohol to a person known to be under the age of 21. Alcoholic beverages otherwise may not be possessed, consumed or distributed at University sponsored events occurring on University premises unless advance written approval has been obtained from the Office of Campus Programs. In addition, the University Policy on Possession or Use of Common Containers of Alcohol prohibits the possession or use of kegs, beer balls, punch bowls, and other common containers of alcoholic beverages or a similar nature on University property, except for possession and use resulting from licensed purchase by the University's Department of Dining Services.

Disciplinary Sanctions Sanctions for violations of University drug and alcohol policies include expulsion, suspension, disciplinary probation, disciplinary reprimand, restitution, dismissal from University housing, housing probation, work or research projects, and restrictions on further use of University facilities. **The standard penalty for first time possession or use of illegal drugs is a one year suspension. The standard penalty for distribution of illegal drugs is expulsion.** Students may be accountable to both civil authorities and the University for acts which constitute violations of law and University policy. Disciplinary action at the University will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Academic Dishonesty

The University is an academic community with a fundamental purpose of the pursuit of knowledge. Essential to this purpose is the commitment to the principles of integrity and academic honesty. Like all other communities, the University can function properly only if its members adhere to clearly established goals and values. Accordingly, the Code of Academic Integrity is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, the Code of Academic Integrity is designed so that special responsibility for upholding the principle of academic honesty lies with the students.

Any of the following acts, when committed by a student, is an act of academic dishonesty; however, this is not an inclusive list.

A. Cheating
Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.

Comments:

1. Students completing any examination should assume that external assistance (e.g., books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.
2. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This comment includes, but is not limited to, the services of commercial term paper companies.
3. Substantial portions of the same academic work may not be submitted for credit or honors more than once without authorization.

B. Fabrication
Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Comments:

1. "Invented" information may not be used in any laboratory experiment or other academic exercise without notice to and authorization from the instructor.
2. One should acknowledge reliance upon the actual source from which cited information was obtained.
3. Students should not alter and resubmit returned academic work without notice to the instructor.

C. Facilitating Academic Dishonesty
Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

D. Plagiarism
Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Comments:

1. Direct Quotation: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited in a footnote. (Proper footnote style for many academic departments is outlined by the MLA Style Sheet or K.L. Turabian's A Manual for Writers of Term Papers, Theses and Dissertations.)
2. Paraphase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in your own words. Paraphrasing is not reordering words in a sentence.
3. "Borrowed Facts or Information": Information that is obtained in one's reading or research; which is not common knowledge among students in the course, must be acknowledged. Textbooks and course handouts are not considered common knowledge. Materials which contribute only to one's general understanding of the subject may be acknowledged in the bibliography and need not be immediately footnoted.

Academic dishonesty is a serious offense which may result in suspension or expulsion from the University. The normal sanction for academic dishonesty is a grade of "XF," denoting "failure due to academic dishonesty." That grade will normally be recorded on the transcripts of students found responsible for acts of academic dishonesty in addition to any other action taken (e.g., suspension or expulsion). The normal penalty for graduate students is dismissal.

A forty member Student Honor Council has the responsibility to investigate allegations of academic dishonesty and to convene Honor Boards to adjudicate charges. In specified circumstances, the Student Honor Council will accept petitions to remove the grade of "XF" from a transcript and replace it with the grade of "F."

TO REPORT ACADEMIC DISHONESTY OR IF YOU ARE INTERESTED IN SERVING ON THE HONOR COUNCIL
CALL THE HONOR COUNCIL AT 301-314-8204

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The Code of Academic Integrity is reprinted in full in the Undergraduate Catalog. For further information, contact the Student Honor Council, 2118 Mitchell Building 301-314-8204.

Please visit our website
www.studenthonorcouncil.umd.edu
for more information.

STUDENT HONOR PLEDGE

TO UNIVERSITY OF MARYLAND STUDENTS:

The University of Maryland adopted a student-initiated Honor Pledge in 2001. The Honor Pledge is a statement undergraduate and graduate students are asked to write by hand and sign on examinations, papers, and other academic assignments not specifically exempted by the instructor. Over the past six years, thousands of students have signed the Honor Pledge to affirm the quality and integrity of their work. The Pledge reads:

I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.

The Honor Pledge is printed on University examination books and "scantron" sheets. We encourage you to write the Pledge deliberately and thoughtfully. With each signing of the pledge you will contribute to a community of trust and help build a tradition that you and generations of Maryland students will remember with pride. Questions or comments should be directed to the Student Honor Council chair at shc@umd.edu.

Sincerely,
Student Honor Council Chair

What is the Maryland Honor Pledge designed to accomplish? The Honor Pledge is a community building ritual, designed to encourage teachers and students to reflect upon the University's core institutional value of academic integrity. Professors who invite students to sign the Honor Pledge signify that there is an ethical component to teaching and learning. Students who write by hand and sign the Pledge affirm a sense of pride in the integrity of their work.

What kinds of academic exercises should include a Pledge statement? The University Senate Committee on Student Conduct, with approval by the Senate Executive Committee, has urged faculty members to include the Pledge "on all assignments worth 20% or more of the course grade." The Pledge may also be included on lesser assignments.

Do honor pledges suggest students cannot be trusted? No. Student leaders at Maryland would not have developed the pledge if it had that connotation. People who enter a profession or assume public office often sign an oath or affirmation. Doing so is considered an honor. Likewise, Maryland students endorsed the Honor Pledge because they feel a growing sense of pride in the quality of the University. For them, the pledge is a public statement of support for academic excellence, including the highest standards for academic integrity.

Why are students asked to write as well as sign the pledge? The purpose of asking students to write the Pledge by hand is to promote a period of serious reflection at the end of an academic exercise. The few moments required to write the pledge by hand reminds us that the paper or examination we are submitting is governed by the ethical rules of a scholarly community.

What if a student refuses to write or sign the pledge? The Maryland Honor Pledge is carefully crafted to respect the autonomy of individuals who might object to a pledge requirement on religious or ideological grounds. The University Senate resolution on the Honor Pledge states that "signing or non-signing of the Pledge will not be considered in grading or judicial procedures." If a handwritten Honor Pledge and Pledge signature do not appear on a paper or examination, faculty members should ask the student for an explanation. Doing so has the added value of encouraging teachers and students to discuss the importance of academic integrity, and the best ways to promote it. Students remain free to decline to write or sign the Pledge, and should not be penalized for exercising that right. Students should be reminded, however, that they are subject to the requirements of the Code of Academic Integrity, whether or not they write and sign the Honor Pledge.

How can a pledge be effective if it isn't compulsory? The highest forms of moral development require freedom to choose, influenced by example and suasion, not compulsion. The Honor Pledge is meant to reflect a personal commitment. It should spark thought and debate. A principled decision not to write and sign the pledge-discussed and explained in an atmosphere of mutual respect-would likely do more to promote the University's core value of academic integrity than ritualistic compliance.

How can an honor pledge deter someone who has already decided to engage in academic dishonesty? Honor pledges aren't likely to deter determined cheaters. Most students, however, do not fall into that category. They cheat because they developed the habit of cheating in high school, or because they think "everyone does it" in college. One of the values of an honor pledge is regular reiteration of a campus-wide commitment to academic integrity. Writing and signing an honor pledge-and seeing other students do the same-sends the powerful message that academic dishonesty is not considered acceptable behavior among students, and that promoting academic integrity is a responsibility students share with faculty members.

WINTER TERM 2009
JANUARY 5TH -23RD 2009

This winter, get closer to meeting your goals! Winter Term at Maryland is a great time to get ready for spring semester, get started on a new course of study, or get ahead. You can catch up on credits, meet a major requirement, complete an elective, or discover a new field. Classes offered morning, afternoon, or on-line. It's all possible ... in just three weeks! Registration begins October 27!

CONTACT INFORMATION FOR WINTER TERM

Web: www.winter.umd.edu
Email: winter@umd.edu
Phone: 301-314-8240
FAX: 301-314-1282

In person or by mail:
Mitchell Building, 1st Floor
University of Maryland
College Park, MD 20742

FOLLOW THESE STEPS TO ENROLL IN WINTER TERM 2009

1. Apply—determine whether you need to apply
2. Register
3. Pay

1. APPLY FOR ADMISSION

Please visit, www.winter.umd.edu to determine if you need to apply and How to Apply for Winter Term 2009

2. REGISTER FOR CLASSES

Please visit, www.winter.umd.edu for details on How to Register for Winter Term 2009.

FOR REGISTRATION, CANCELLATION AND WITHDRAWAL DEADLINES VISIT WWW.UMD.EDU

3. PAY YOUR BILL

Please visit, www.winter.umd.edu for details on When to Pay and How to Pay for Winter Term 2009 bill. Please visit www.winter.umd.edu for a complete list of Winter Term 2009 tuition and fees.

IN CASE OF INCLEMENT WEATHER

CHECK WWW.UMD.EDU OR CALL 301-405-SNOW FOR UP-TO-DATE INFORMATION.

If the University is closed for inclement weather, classes may be extended with the course meeting on as many Saturdays as required. Contact your instructor for details.

WINTER TERM CALENDAR & DEADLINES

OCTOBER 2008

20 Begin accepting applications for admission via on-line (www.winter.umd.edu), fax, mail, or in person. (Only non-University of Maryland students need to submit admissions application.)

27 Begin accepting registrations via on-line (www.winter.umd.edu), fax, mail, or in person.

DECEMBER 2008

20 Deadline to apply for admission and registration via mail or fax.
Payment due for students registering between October 27 and November 21, 2008.

December 25, 2008 – January 2, 2009 University Closed

JANUARY 2009

4 Payment due for students who registered November 22-January 4.
Deadline to register without a $20 late registration fee.
Deadline to cancel registration with 100% refund.
Last day to drop a single course with a 100% refund (We will honor course drop and cancellation requests received on January 2 via email at winter@umd.edu or via fax at 301-314-1282)

5 First Day of Winter Term
Deadline to apply for admission via mail, fax, or in person; deadline for registering via mail, fax, or in person.
$20 late registration fee assessed for registrations initiated on or after this date.
Payment due within 24 hours of submitting registration.
Deadline for submitting documentation for in-state classification for tuition and fee purposes.

6 Payment due within 24 hours of submitting registration.

7 Deadline for schedule adjustment.
Last day to register for a course.
Payment due within 24 hours of submitting registration.
Last day to withdraw from all courses with a 50% refund.
Last day to drop a single course with a 50% refund (applicable to students who remain registered for at least one course, no refund for dropping a single course after this date).
Last day for undergraduates to drop a course without a "W."
Last day for undergraduates to change credit level or grading method.
Last day for undergraduate and graduate students to change section without departmental approval.

8 Last day of waitlist check-in.
Payment due within 24 hours of submitting registration.

16 Last day for undergraduates to drop a course with a "W."
Last day for graduate students to drop a course.
Last day for graduate students to change credit level and grading method without departmental approval.
Last day for undergraduate and graduate students to change section with departmental approval.

19 No Classes – University closed for Martin Luther King Holiday

23 Winter Term ends.
Last day to withdraw with no refund.

Do you have a plan to graduate?

Degree Navigator

Use Degree Navigator to view progress in your declared major or any other major you're interested in ....

- See which courses you have completed
- Check your status with meeting benchmarks
- See which courses you still need to take
- Produce a text printout of your progress

http://www.testudo.umd.edu/Registrar.html
(select the **Degree Navigator** link)

*** Degree Navigator is an unofficial guide only. Discrepancies may exist. Consult your advisor for an official audit. ***

IMAGINE LITTLE RED RIDING HOOD WITHOUT A FOREST.

Please be extra careful with matches. Because without the forests, life would be unimaginable.

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